



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
May 1, 2013

7:00P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 1, 2013
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

D. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report
2. CHP Report
3. Fire District Report
4. East Contra Costa Fire Protection District Report
5. Supervisor Mary Piepho, District III Report

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

***These meetings are held Quarterly*

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT Minutes of previous regular meeting dated April 17, 2013
2. Approve Register of District Invoices
3. Approve and Adopt Resolution 2013-08, Direction to HERWIT Engineering to prepare 2013-2014 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9

G. NEW BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding potential Maintenance Agreement with California Department of Transportation for Landscape Renovation along Highway 4
2. Purchase of Water Booster Pump System for Wastewater Treatment Plant #2

H. PRESIDENT REPORT AND DIRECTORS' COMMENTS

I. MANAGER'S REPORT

J. GENERAL MANAGER'S REPORT

1. DRAFT CCR

K. DISTRICT LEGAL COUNSEL REPORT

L. COMMITTEE UPDATES – Discussion and Possible Action

1. Approved minutes from the Community Center meeting dated March 25, 2013
2. Community Center Status Report (No written report)

M. CORRESPONDENCE – Discussion and Possible Action

1. R – Contra Costa Special Districts Association meeting minutes dated January 28, 2013
2. R – Byron Municipal Advisory Council meeting minutes dated February 21, 2013

N. PUBLIC RECORD REQUESTS RECEIVED

1. Kiper Homes Capacity Fee

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

1. Adjourn to the next regular meeting on May 15, 2013 starting at 7:00 p.m. at 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



No Back Up
Documentation For
Agenda Item # C



No Back Up
Documentation For
Agenda Item # D



No Back Up
Documentation For
Agenda Item # E



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday April 17, 2013
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Tetreault
Pledge of Allegiance – Led by President Tetreault
Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There were two Public Comment Speakers.

C. PRESENTATIONS

1. Bond Project Update

General Manager Howard – Provided details of item C-1.

District Engineer Gregory Harris – Provided additional details of item C-1. There was discussion between the District Engineer, the General Manager, and the Board. There was one Public Comment Speaker.

Chief Burris – Provided his report and the details for the month of March. There was discussion between the Board and Chief Burris. There were two Public Comment Speakers.

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT Minutes of previous regular meeting dated April 3, 2013

2. Approve Register of District Invoices

3. Proclaim the Week of March 10-16, 2013 as “Sunshine Week”

Motion by: Vice-President Simon to approve the Consent Calendar.

Second: Director Pease

Vote: Motion Carried – AYES: 5, NOES: 0

F. NEW BUSINESS AND ACTION ITEMS

1. Award of Construction Bid for the Discovery Bay Belt Press Number 3 Installation Project

General Manager Howard – Provided details of item F-1

District Engineer Gregory Harris – Provided additional details of item F-1. There was discussion between the District Engineer, the General Manager, Legal Counsel, and the Board.

Motion by: Vice-President Simon to Award Construction Bid to the lowest bidder, GSE for the Discovery Bay Belt Press Number 3 Installation Project not to exceed \$168,052.00.

Second by: Director Pease

Vote: Motion Carried – AYES: 5, NOES: 0

2. Approve Lowest Bid for the Abandonment of Well No. 4

General Manager Howard – Provided details of item F-2. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

Motion by: Director Pease to direct staff to award Destruction of Well No. 4 to Roadrunner Drilling in the amount of \$29,568.00 and authorize the General Manager to execute all contract documents

Second by: Vice-President Simon

Vote: Motion Carried – AYES: 5, NOES: 0

G. VEOLIA REPORT

1. Veolia Report for March 2013

Project Manager Fermin Garcia – Provided the details of the March 2013 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, the Water and Wastewater Manager, and the Board.

H. MANAGER'S REPORTS

Water and Wastewater Manager Koehne – Provided an update on the Fire Hydrant that was damaged behind the Discovery Bay Elementary School.

I. GENERAL MANAGER'S REPORT – Discussion and Possible Action

None

J. DISTRICT LEGAL COUNSEL REPORT

None

K. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Committee Recommendations

Chair Graves – Provided an update on item K-1.

General Manager Howard – Provided additional details of item K-1. There was discussion between the General Manager and the Board. There was one Public Comment Speaker.

Motion by: Director Graves to reduce the hours of operation from 5:00 a.m. to 8:00 p.m. Monday – Friday, from 7:00 a.m. to 3:00 p.m. on Saturday and from 7:00 a.m. to 1:00 p.m. Sunday; and that the fitness component (weights/cardio equipment/circuit equipment) of the Community Center cease operations effective June 30, 2013 and that the focus transition from fitness to community based programming.

Second by: Vice-President Simon

Vote: Motion Carried – AYES: 5, NOES: 0

The discussion continued between the General Manager, Legal Counsel, and the Board regarding the Joint meeting to be scheduled on April 22, 2013 beginning at 7:00 p.m.

2. Earth Day Program Update

General Manager Howard – Provided details of item K-2. There was discussion between the General Manager and the Board.

L. CORRESPONDENCE – Discussion and Possible Action

1. R – Discovery Bay P-6 Zone Citizen Advisory Committee meeting minutes dated January 15, 2013
2. R – Contra Costa County Aviation Advisory Committee meeting minutes dated February 14, 2013
3. R – East Contra Costa Fire Protection District meeting minutes dated March 4, 2013
4. R – Contra Cost County Joint MAC/AC meeting dated May 8, 2013

M. PUBLIC RECORD REQUESTS RECEIVED

N. FUTURE AGENDA ITEMS

1. Discussion regarding the Creek – which runs through the District Office

O. ADJOURNMENT

The meeting adjourned at 8:11 p.m. to the next Regular meeting of May 1, 2013 starting at 7:00 p.m. at 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

//cmc – 04.22.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

May 01, 2013

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 137,517.27

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2012/2013
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2012/2013
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2012/2013

AGENDA ITEM: F-2

Request for authorization to pay invoices (RFA)
For the Meeting on May 1, 2013
Town of Discovery Bay CSD
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
ASCAP	1	Music License for Community Center	04/16/13	\$327.00
Bay Area News Group	0000619276/2005834	Classified Advertising, Board Compensation	03/31/13	\$90.46
Bill Pease	April 2013	Expense Report April 2013	04/23/13	\$300.00
Caselle, Inc.	48663	Monthly Contract Support May 2013	04/01/13	\$725.00
Chris Steele	April 2013	Expense Report April 2013	04/23/13	\$400.00
County Of Contra Costa, Dept of Info Tec	8109	Data Processing for March 2013	04/16/13	\$43.06
Doug Griffith	4249 SLIFER DR	Closed Account, Refund Overpayment	04/25/13	\$100.00
Express Employment Professionals	12335092-8	Admin Asst Week Ending 03/31/13 (Z57,61)	04/03/13	\$238.70
Express Employment Professionals	12369345-9	Admin Asst Week Ending 04/07/13 (Z57,61)	04/10/13	\$381.92
Fairin Perez	April 2013	Earth Day-Expense Report April 2013	04/24/13	\$35.09
Freedom Mailing Service, Inc	22408	Water Bill Processing April 2013	04/16/13	\$1,156.77
Got-A-Party Inc.	24369A	Earth Day-Tent & Booth Walls	03/07/13	\$200.00
Got-A-Party Inc.	24597	Earth Day-Chairs	04/10/13	\$75.00
Gutow Bryon	508 SLIFER CT	Closed Account, Refund Overpayment	04/25/13	\$20.20
Hertz Equipment Rental	26769249-001	Equipment Rental-Brush Clipper	04/17/13	\$388.02
Hertz Equipment Rental	26769249-001	Equipment Rental Brush Clipper (Z57)	04/17/13	\$776.08
MailFinance	N3931378	Postage Machine Lease 05/19/13-06/19/13	04/17/13	\$69.68
Mark Simon	April 2013	Expense Report April 2013	04/23/13	\$300.00
Mike Conley	1031 BERKSHIRE LN	Closed Account, Refund Overpayment	04/25/13	\$55.77
My Bark Company, Inc.	5893	Earth Day-Garden	04/22/13	\$1,795.68
Neopost (Postage Account)	7900044908384658/413	Postage	04/07/13	\$131.90
Neumiller & Beardslee	255310	Services through 03/31/13	04/15/13	\$193.50
Neumiller & Beardslee	255310	Hoffman vs TODB	04/15/13	\$64.50
Office Depot	650529537001	Office Supplies	03/22/13	\$55.99
Office Depot	651225408001	Office Supplies	03/29/13	\$15.22
Office Depot	651225524001	Office Supplies	03/29/13	\$101.08
Office Depot	651225525001	Office Supplies	04/02/13	\$26.03
Office Depot	652270659001	Office Supplies	04/05/13	\$100.65
Office Depot	652866336001	Office Supplies	04/11/13	\$55.52
Office Depot	652866411001	Office Supplies	04/11/13	\$13.69
Ray Tetreault	April 2013	Expense Report April 2013	04/23/13	\$200.00
ReliaStar Life Insurance Company	JR52 457(B) 041613	457(b) for 04/16/13	04/16/13	\$1,662.67
Shred-It	9401781668	Shredding Service 04/04/13	04/04/13	\$83.44
Some Gave All	April 2013	Expense Report April 2013	04/23/13	\$500.00
Some Gave All	April 2013	Expense Report April 2013	04/23/13	\$15.82
UPS	000012X417163	Earth Day-Shipment	04/20/13	\$15.53
Verizon Wireless	9702330081	Cell Phone Bill for March 2013	03/26/13	\$168.77
Watersavers Irrigation Inc.	1316102-00	Irrigation Items for Slifer Park (Z61)	04/10/13	\$90.28
Watersavers Irrigation Inc.	131636-00	Irrigation items for Slifer Park (Z61)	04/10/13	\$1.25
Watersavers Irrigation Inc.	1316366-00	Irrigation Items for Slifer Park (Z61)	04/10/13	\$61.49
Watersavers Irrigation Inc.	1316588-00	Earth Day-Garden	04/11/13	\$8.54
Watersavers Irrigation Inc.	1316849-00	Earth Day-Garden	04/15/13	\$1,614.23
Watersavers Irrigation Inc.	1316864-00	Irrigation Items for Slifer Park (Z61)	04/15/13	\$32.28
Wendy Lopez	3093 CASTLE ROCK	Closed Acct, Refund Overpayment	04/22/13	\$13.61
		Administration	Sub-Total	\$12,704.42
Water				
American Retrofit Systems	320	Repair Work at Booster Bldg & Willow Lake Water Plant	04/12/13	\$1,060.00
Bay Area Air Quality Management District	3CU63	Annual Permit Renewal 2013-2015	04/10/13	\$472.00
CVCWA	2013 CONFERENCE	Annual Conference 2013	04/24/13	\$95.00
Express Employment Professionals	12335092-8	Admin Asst Week Ending 03/31/13	04/03/13	\$95.48
Express Employment Professionals	12369345-9	Laborer Week Ending 03/31/13 & 04/07/13	04/10/13	\$365.20
Ferguson Waterworks	888722	Repair Work	04/09/13	\$455.81
Herwit Engineering	13-03	Professional Services April 2013	04/01/13	\$2,285.26
J.W. Backhoe & Construction, Inc.	1871	Leak on Schooner Loop	04/09/13	\$1,912.48
J.W. Backhoe & Construction, Inc.	1872	Hauling Material From Plant#2	04/09/13	\$2,038.66
J.W. Backhoe & Construction, Inc.	1876	Leak on Discovery Bay Blvd	04/16/13	\$2,156.65
Luhdorff & Scalmanini	28601	Water Level Monitoring Program	03/31/13	\$9,888.34
Luhdorff & Scalmanini	28606	Well 5 Testing and Evaluation	03/31/13	\$1,303.50
Luhdorff & Scalmanini	28609	Well 7 Alternatives, WWTP Booster & Well 1B	03/31/13	\$5,665.00

Pacific Gas & Electric	29437218075/041013	Gas & Electric Bill 03/12/13-04/10/13	04/10/13	\$18,009.26
Paul E. Vaz Trucking, Inc.	24449	Hauling & Material 04/09/13 & 04/10/13	04/16/13	\$620.88
Paul E. Vaz Trucking, Inc.	24450	Hauling 04/09/13	04/16/13	\$780.40
ReliaStar Life Insurance Company	JR52 457(B) 041613	457(b) for 04/16/13	04/16/13	\$50.00
Spectral Wireless Networks	3623	Qtrly Internet Service April-June 2013	04/01/13	\$96.00
Univar	SJ544677	Chemicals Delivered 04/08/13	04/08/13	\$198.35
Univar	SJ544679	Chemicals Delivered 04/08/13	04/08/13	\$258.72
Univar	SJ546032	Chemicals Delivered 04/16/13	04/16/13	\$150.92
Univar	SJ546033	Chemicals Delivered 04/16/13	04/16/13	\$150.92
UPS	000012X417153	Shipment to LAFCO	04/13/13	\$5.09
Verizon Wireless	9702330081	Cell Phone Bill for March 2013	03/26/13	\$166.62

Water Sub-Total \$48,280.54

Wastewater

American Retrofit Systems	322	Install New Mast for Mole, Bio Solids	04/15/13	\$200.00
Ashland	130282203	Chemicals Delivered Praestol	04/11/13	\$7,731.41
Bay Area News Group	0000619276/2005834	Classified Advertising, Influent Pump Station & Belt Press	03/31/13	\$547.46
Express Employment Professionals	12335092-8	Admin Asst Week Ending 03/31/13	04/03/13	\$143.22
Express Employment Professionals	12369345-9	Laborer Week Ending 03/31/13 & 04/07/13	04/10/13	\$547.79
Herwit Engineering	13-03	Professional Services April 2013	04/01/13	\$3,427.88
J.W. Backhoe & Construction, Inc.	1878	Valves at Plant#1	04/16/13	\$1,062.75
J.W. Backhoe & Construction, Inc.	1880	Pot Hole WWTP#2	04/16/13	\$4,303.04
Pacific Gas & Electric	73121157587/0413	Electric & Gas for 03/12/13-04/10/13	04/18/13	\$23,374.12
ReliaStar Life Insurance Company	JR52 457(B) 041613	457(b) for 04/16/13	04/16/13	\$75.00
Spectral Wireless Networks	3623	Qtrly Internet Service April-June 2013	04/01/13	\$144.00
Town of Discovery Bay CSD	9-900-000-012-0.01	Water Bill for Lift Station H 03/01/13-03/31/13	03/31/13	\$9.98
UPS	000012X417153	Shipment to LAFCO	04/13/13	\$7.65
Verizon Wireless	9702330081	Cell Phone Bill for March 2013	03/26/13	\$78.91

Wastewater Sub-Total \$41,653.21

Community Center

Community Center Sub-Total \$0.00

Grand Total \$102,638.17

Request For Authorization To Pay Invoices (RFA)
For the Meeting on May 1, 2013
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	319	Community Center-Replace Exit Sign	04/12/13	\$100.00
American Retrofit Systems	321	Community Center-Tennis Court Light Pole	04/15/13	\$100.00
Aramark Uniform Services	517-1290936	Community Center-Mat Service	04/19/13	\$235.14
Bay Area News Group	0000619276/2005834	Classified Advertising, Cornell Solar Lights	03/31/13	\$243.93
Cheryl McMillen	3/14/2013	Community Center-Instructor 02/18/13-03/12/13	03/14/13	\$350.00
Cheryl McMillen	4/19/2013	Community Center-Instructor 03/18/13-04/16/13	04/19/13	\$420.00
Dave Hieb Surveying	M-7 BOUNDARY	Boundary Map Completion for HWy 4	04/05/13	\$1,200.00
Delta Debris Box Service	798523	Community Center-Debris Box 40yd	03/31/13	\$2,017.17
Express Employment Professionals	123350928	Admin Asst Week Ending 03/31/13	04/03/13	\$143.22
Express Employment Professionals	12369345-9	Admin Asst Week Ending 04/07/13	04/10/13	\$262.58
Express Employment Professionals	12369345-9	Community Center-Club Assoc Week Ending 04/07/13	04/10/13	\$71.16
Express Employment Professionals	123693707	Community Center-Club Assoc Week Ending 04/07/13	04/10/13	\$1,439.52
Fairin Perez	April 2013	Expense Report April 2013 Mileage	04/24/13	\$58.76
Gates & Associates	34712	Splash Pad Cornell Park Improvements	04/09/13	\$976.90
Hertz Equipment Rental	26769249-001	Community Center-Equipment Rental Brush Clipper	04/17/13	\$388.04
Jason Martindale	1	Community Center-Canceled Membership, Refund	04/11/13	\$135.00
Odyssey Landscape Co, Inc.	36038598	Tiles at Cornell Park	03/31/13	\$965.00
Odyssey Landscape Co, Inc.	36038605	Community Center-Irrigation Repairs	03/31/13	\$2,905.00
Odyssey Landscape Co, Inc.	36038619	Irrigation Repairs Clipper Dr	04/15/13	\$105.00
Office Depot	651225408001	Community Center-Office Supplies	03/29/13	\$51.85
Office Depot	652270659001	Community Center-Office Supplies	04/05/13	\$6.90
Office Depot	652866336001	Community Center-Office Supplies	04/11/13	\$20.62
Office Depot	652866411001	Community Center-Office Supplies	04/11/13	\$15.64
Pacific Gas & Electric	08692589941/040913	Gas & Electric Bill 03/11/13-04/09/13	04/09/13	\$471.22
Pacific Gas & Electric	57028395986/041013	Community Center-Gas & Electric Bill 03/11/13-04/10/13	04/10/13	\$796.27
Pacific Gas & Electric	59397344215/041613	Gas & Electric Bill 03/19/13-04/16/13	04/16/13	\$6,341.57
ProPet Distributors, Inc.	93861	Dogipot Bags & Liners	04/17/13	\$1,101.22
Sandra Ribar	4/23/2013	Community Center-Instructor 03/27/13-04/23/13	04/23/13	\$490.00
Sue Heinel	APRIL 2013 (1)	Community Center-Expense Report Mileage	04/15/13	\$14.69
Sue Heinel	APRIL 2013 (2)	Community Center-Expense Report April 2013	04/23/13	\$33.00
Tammy Cruze	4/24/2013	Community Center-Instructor 03/30/13-04/24/13	04/24/13	\$630.00
Town of Discovery Bay CSD	9-900-000-004-2.01	Water Bill from 03/01/13-03/31/13	03/31/13	\$903.74
Town of Discovery Bay CSD	9-900-000-004-2.02	Water Bill from 03/01/13-03/31/13	03/31/13	\$34.52
Town of Discovery Bay CSD	9-900-000-004-2.03	Water Bill from 03/01/13-03/31/13	03/31/13	\$225.96
Town of Discovery Bay CSD	9-900-000-004-2.04	Water Bill from 03/01/13-03/31/13	03/31/13	\$147.49
Town of Discovery Bay CSD	9-900-000-004-2.05	Water Bill from 03/01/13-03/31/13	03/31/13	\$16.83
Town of Discovery Bay CSD	9-900-000-004-2.06	Water Bill from 03/01/13-03/31/13	03/31/13	\$136.60
Town of Discovery Bay CSD	9-900-000-004-2.07	Water Bill from 03/01/13-03/31/13	03/31/13	\$4.12
Town of Discovery Bay CSD	9-900-000-004-2.08	Water Bill from 03/01/13-03/31/13	03/31/13	\$4.12
Town of Discovery Bay CSD	9-900-000-004-2.09	Water Bill from 03/01/13-03/31/13	03/31/13	\$76.25
Town of Discovery Bay CSD	9-900-000-004-4.01	Water Bill from 03/01/13-03/31/13	03/31/13	\$4.64
Town of Discovery Bay CSD	9-900-000-004-4.02	Water Bill from 03/01/13-03/31/13	03/31/13	\$28.62
Town of Discovery Bay CSD	9-900-000-004-4.03	Water Bill from 03/01/13-03/31/13	03/31/13	\$122.53
Town of Discovery Bay CSD	9-900-000-004-4.04	Water Bill from 03/01/13-03/31/13	03/31/13	\$2.90
Town of Discovery Bay CSD	9-900-000-004-4.05	Water Bill from 03/01/13-03/31/13	03/31/13	\$27.72
Town of Discovery Bay CSD	144	Reimb for Music License ASCAP	04/16/13	\$327.00
Tricia Wisner	744507	Community Center-Instructor 04/15/13-04/22/13	04/22/13	\$385.00
Valley Crest Landscaping	4217726	Landscape Maintenance April 2013	04/10/13	\$8,457.00
Verizon Wireless	9702330081	Cell Phone Bill for March 2013	03/26/13	\$89.55
Watersavers Irrigation Inc.	1315550-00	Irrigation Items	04/08/13	\$28.67
Watersavers Irrigation Inc.	1316588-00	Irrigation Items	04/11/13	\$25.19
			Total	\$33,137.85

Request For Authorization To Pay Invoices (RFA)
For the Meeting on May 1, 2013
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Express Employment Professionals	123350928	Admin Asst Week Ending 03/31/13	04/03/13	\$143.23
Express Employment Professionals	12369345-9	Admin Asst Week Ending 04/07/13	04/10/13	\$381.92
Pacific Gas & Electric	04033779523/040913	Gas & Electric Bill 03/11/13-04/08/13	04/09/13	\$74.57
ProPet Distributors, Inc.	93861	Dogipot Bags & Liners	04/17/13	\$241.73
Town of Discovery Bay CSD	9-900-000-004-3.01	Water Bill for 03/01/13-03/31/13	03/31/13	\$52.22
Town of Discovery Bay CSD	9-900-000-004-3.02	Water Bill for 03/01/13-03/31/13	03/31/13	\$617.40
Town of Discovery Bay CSD	9-900-000-004-3.03	Water Bill for 03/01/13-03/31/13	03/31/13	\$140.63
Verizon Wireless	9702330081	Cell Phone Bill for March 2013	03/26/13	\$89.55
			Total	\$1,741.25



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

May 1, 2013

Prepared By: Fairin Perez, Parks and Landscape Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve and Adopt Resolution Number 2013-08, Direction to HERWIT Engineering to prepare 2013-2014 Annual Assessment Report for the Ravenswood Improvement District, Discovery Bay Landscape & Lighting Zone #9

Recommended Action

Approval and Adoption of Resolution No. 2013-08 Regarding the Annual Assessment of the Ravenswood Improvement District Landscape and Lighting Zone #9

Executive Summary

As part of the annual assessment process the Ravenswood Improvement District – Discovery Bay Landscape and Lighting Zone #9 (DB L&L #9), the Board must approve and direct an Engineer's Assessment Report be prepared. This approval must be by Resolution.

Since its inception, the DB L&L #9 Engineer's assessment reports have been drafted and prepared by HERWIT Engineering (HERWIT). Due to their in depth knowledge of the zone and access to historical data, Staff recommends approving Resolution 2013-08, which directs HERWIT to prepare the 2013-2014 Annual Assessment Report for DB L&L #9.

HERWIT Engineering would perform this work under current contract with the Town of Discovery Bay Community Services District, for an amount not to exceed \$1,125.00.

Fiscal Impact:

Amount Requested \$1,125.00

Sufficient Budgeted Funds Available?: YES

Prog/Fund # 9/2310 Category: Operating Expenses

Previous Relevant Board Actions for This Item

None

Attachments

Resolution 2013-08

AGENDA ITEM: F-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2013-08

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
REGARDING THE ANNUAL ASSESSMENT
OF THE RAVENSWOOD IMPROVEMENT DISTRICT
LANDSCAPE AND LIGHTING ZONE #9**

WHEREAS, the Board of Directors of the Town of Discovery Bay CSD, pursuant to a will-serve letter with the developer of that subdivision known as Ravenswood, has formed a landscaping, park, lighting and open space district, known as Ravenswood Improvement District – DB L&L Zone #9, for the purpose of providing for the operation and maintenance of landscaping, parks, street lights and open space installed in said subdivision by developer; and

WHEREAS, the Board of Directors now desires to levy the annual assessment for Fiscal Year 2013-2014 for such district.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY DOES HEREBY RESOLVE AS FOLLOWS:

1. The Board of Directors of the Town of Discovery Bay Community Services District, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, parks, street lights, and open space in the subdivision 8710 known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. HERWIT Engineering is hereby ordered to prepare a report for annual assessment for the assessment District in accordance with Article 4, of Chapter 1, of Part 2, of Division 15 (commencing with § 22565), of the California Streets and Highways Code, and to file it with the Secretary of the Board of Directors of the Town of Discovery Bay Community Services District.
5. The Board of Directors finds and declares that the formation of the assessment district, and the levy of assessments, is exempt from the requirement of the California Environmental Quality Act (CEQA), pursuant to Title 14 of the California Code of Regulations section 15273(a), in that such formation and levy is not designed to increase services, or expand a system, but is for the purpose, with respect to systems already determined to be installed pursuant to the various documents approving the Ravenswood subdivision, of meeting operating expenses, purchasing supplies, equipment and materials, meeting financial reserve needs, and obtaining funds necessary for repair and replacement to maintain such services and systems.
6. If, and when, the annual assessment is levied, the Secretary of the Board of Directors is authorized and directed to file a notice of exemption from CEQA.
7. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 1st DAY OF May 2013.

Ray Tetreault
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at this regular meeting, held on May 1, 2013, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

May 1, 2013

Prepared By: Fairin Perez, Parks & Landscape Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Discussion and possible action regarding potential Maintenance Agreement with California Department of Transportation for Landscape Renovation along Highway 4

Recommended Action

As necessary

Executive Summary

The Town of Discovery Bay Community Services District Board of Directors approved and adopted the FY 2011/12 Capital & Operating Budget for Discovery Bay Landscape and Lighting Zone #8 (previously known as M-8) on June 15, 2011. Included in that budget were funds for the landscape renovation on Highway 4, heading east from Discovery Bay Boulevard. On January 4, 2012 the Board awarded a design contract to Gates & Associates in the amount of \$8,350.00 plus reimbursables. Due to delays (as outlined below) this project was again approved on the FY 2012/2013 Operating & Capital Budget (\$44,844.00).

In April of 2012 an encroachment permit application was submitted to the Department of Transportation (CalTrans) to complete the work as outlined in the construction documents provided by Gates and Associates. On May 25, 2012 Staff received notice from CalTrans that the application was incomplete pending compliance with a required Maintenance Agreement. A sample Maintenance Agreement was received from CalTrans and reviewed with the District's Legal Counsel. The agreement describes full maintenance responsibility of the improved areas within the CalTrans right of way to be borne by the District. The District currently maintains improved landscape from the sound wall along Highway 4 to the base of the slope; however, it was discovered that our property line only extends approximately 3' from the sound wall, meaning all areas outside of the property line fall within the CalTrans Right of Way. In order to ensure that the contract was one that the District could enter into, District's Counsel recommended clarification of property lines and assessment district boundary lines. In order to spend assessment district funds in this area, it would need to be determined if the Zone 8 boundary line also extended into the CalTrans Right of Way.

Staff contracted the services of a local surveyor (David Hieb, PLS) to research and document the original M-8 Assessment District Boundary lines and compare with the current CalTrans right of way easements. Copies of that work are attached. Results show that the original M-8 Assessment District boundary extends past the current CalTrans right of way.

If the Board authorizes, Staff may begin to work with CalTrans to initiate contract negotiations for the landscape improvements along Highway 4 (East). The draft contract would be brought again before the Board for final approval at a later date.

Fiscal Impact:

Amount Requested \$750.00 (Estimated Legal Fees – Contract Review)

Sufficient Budgeted Funds Available?: Yes

Prog/Fund # 8

Category: 4829

Previous Relevant Board Actions for This Item

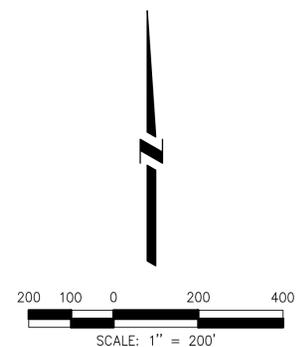
Adoption of 2012/13 Operating and Capital Budget for Discovery Bay Landscape & Lighting District #8 – June 20, 2013
Award of Contract to Gates & Associates for design services – Highway 4 Landscape Improvements – January 4, 2012
Letter from Department of Transportation regarding incomplete Encroachment Permit Application – May 25, 2012

Attachments

Highway 4 Right of Way & M-8 Assessment District Boundary Survey
Sample Landscape Maintenance Agreement (CalTrans)
Letter from Department of Transportation regarding incomplete Encroachment Permit Application – May 25, 2012

AGENDA ITEM: G-1

MAP
 WESTERLY AND EASTERLY BOUNDARIES
 OF THE M-8 PARKS ASSESSMENT DISTRICT
 DISCOVERY BAY, CALIFORNIA
 FOR
 TOWN OF DISCOVERY BAY



NOTES:

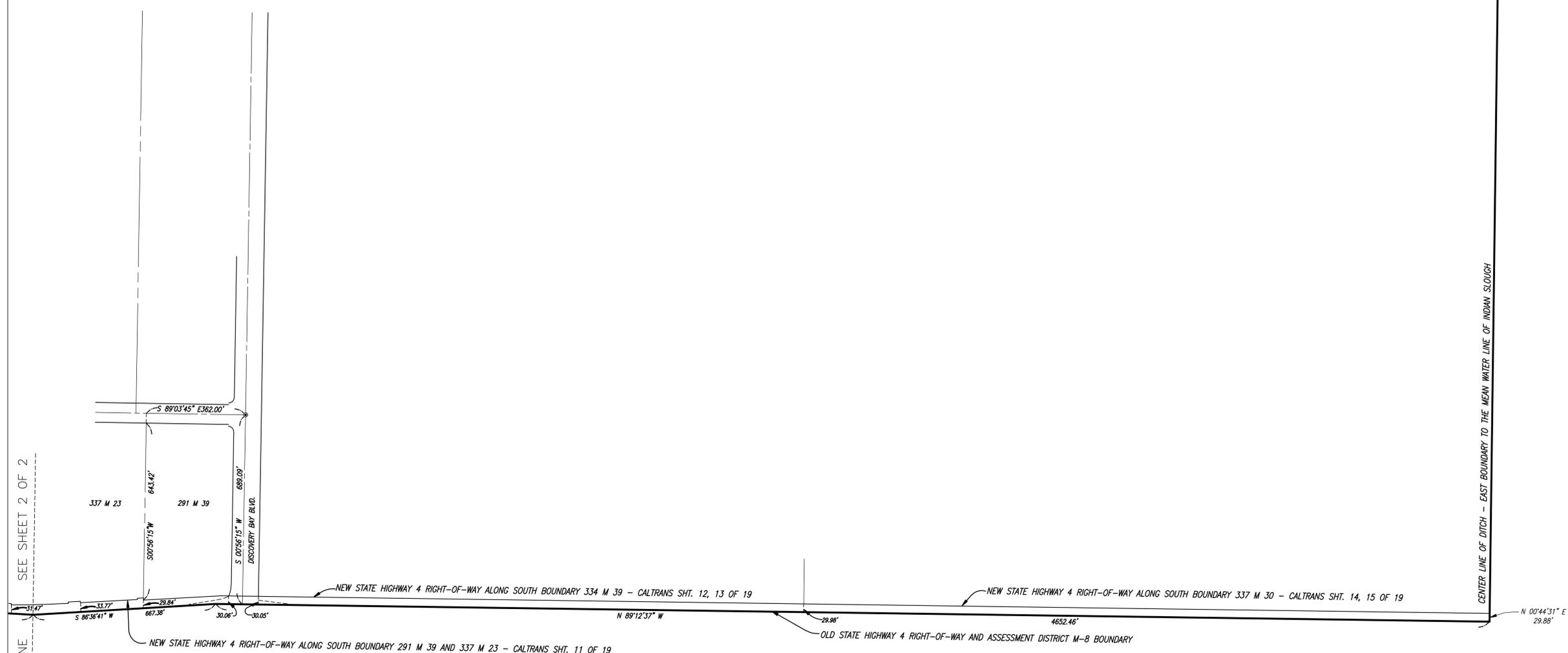
1. THIS IS NOT A RECORD OF SURVEY. ALL LINES ON THIS MAP ARE DEPICTED FROM DISTANCES AND BEARINGS FROM CALTRANS RIGHT-OF-WAY MAPS AND RECORDED SUBDIVISION MAPS.

MONUMENTS:

- FOUND MONUMENT IN MONUMENT WELL

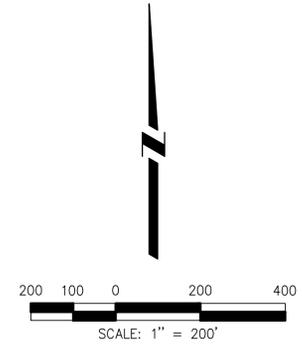
LEGEND:

- 337 M 30 BOOK OF MAPS, VOLUME - PAGE, CONTRA COSTA COUNTY RECORDS



DAVID A. HIEB, PLS
 DAVID HIEB SURVEYING
 LICENSED LAND SURVEYOR DISCOVERY BAY, CA.

MAP
 WESTERLY AND EASTERLY BOUNDARIES
 OF THE M-8 PARKS ASSESSMENT DISTRICT
 DISCOVERY BAY, CALIFORNIA
 FOR
 TOWN OF DISCOVERY BAY



MONUMENTS:

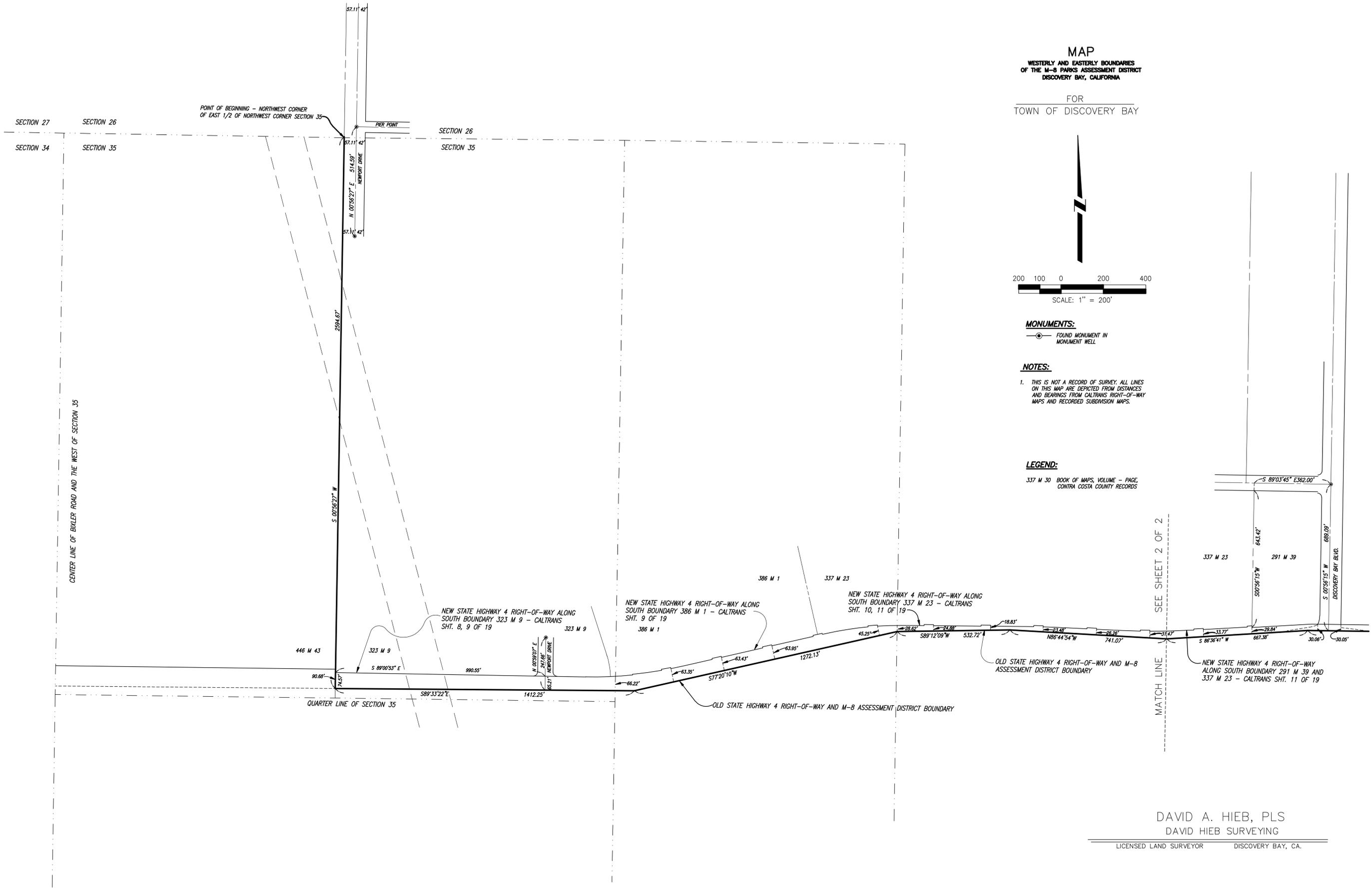
—○— FOUND MONUMENT IN MONUMENT WELL

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LEGEND:

337 M 30 BOOK OF MAPS, VOLUME - PAGE, CONTRA COSTA COUNTY RECORDS



DAVID A. HIEB, PLS
 DAVID HIEB SURVEYING
 LICENSED LAND SURVEYOR DISCOVERY BAY, CA.

INSTRUCTION PAGE

1. Highlighted portions are instructions to the Agreement drafters.
2. Use “mark up” function to allow for easy reviewing.
3. Many options are provided or can be inserted and drafter needs to work with the District Maintenance Units to select the needed ones.
4. In cases where Agreements need clauses which are not already provided for in this template, they can be added to suit their specific needs. The Agreement must be reviewed/approved by Headquarters Legal prior to execution.

**AGREEMENT FOR LANDSCAPE MAINTENANCE
WITHIN STATE HIGHWAY RIGHT OF WAY
ON ROUTE ___ WITHIN THE CITY/COUNTY OF _____**

THIS AGREEMENT is made and executed effective this ____ day of _____, 20__ by and between the State of California, acting through its Department of Transportation, hereinafter referred to as “STATE,” and the City/County of _____, hereinafter referred to as “CITY/COUNTY,” together referred to as “PARTIES”.

WITNESSETH

RECITALS:

1. PARTIES desire to work together to allocate their respective obligations relative to newly constructed or revised improvements within STATE’s right of way by [choose as appropriate] a Cooperative Agreement (s) dated _____, Permit Number (s) _____.
2. This Agreement addresses CITY/COUNTY responsibility for the [list can include, but is not limited to, landscaping, planting, irrigation systems, hardscaping, mulches, control, litter and weed removal, Biofiltration Swales, Linear Radial Gross Solid Removal Devices, sidewalks, bike paths, and parking restriction signs] (collectively the “LANDSCAPING”) placed within State Highway right of way on State Route _____, as shown on Exhibit A, attached to and made a part of this Agreement. [If there are different MAINTENANCE responsibilities for each of the items in the List, group them together and name each group, e.g., LANDSCAPING, IMPROVEMENTS, SYSTEM, etc.]

Section I

In consideration of the mutual covenants and promises herein contained, CITY/COUNTY and STATE agree as follows:

- a) PARTIES have agreed to an allocation of maintenance responsibilities that includes, but is not limited to, inspection, providing emergency repair, replacement, & maintenance, (collectively hereinafter “MAINTAIN/MAINTENANCE”) of LANDSCAPING as shown on said Exhibit “A.”
- b) When a planned future improvement is constructed and/or a minor revision has been effected with STATE’s consent or initiation within the limits of the STATE’s right of way herein described which affects PARTIES’ Division of Maintenance’s responsibility as described herein, PARTIES will agree upon and execute a new dated and revised Exhibit which will be made a part hereof and will thereafter supersede the attached original Exhibit “A” to thereafter become a part of this Agreement. The new exhibit can be executed only upon written consent of the

Parties hereto acting by and through their authorized representatives. No formal amendment to this Agreement will be required.

Section II

CITY/COUNTY agrees, at CITY/COUNTY expense, to do the following:

- a) CITY/COUNTY may install, or contract authorizing a licensed contractor with appropriate class of license in the State of California, to install {if relevant} and thereafter will MAINTAIN (Section 27 of the Streets and Highways Code) LANDSCAPING conforming to those plans and specifications (PS&E) pre-approved by STATE.
- b) CITY/COUNTY will submit the final form of the PS&E, prepared, stamped and signed by a licensed landscape architect, for LANDSCAPING to STATE's District Permit Engineer for review and approval and will obtain and have in place a valid necessary encroachment permit prior to the start of any work within STATE'S right of way. All proposed LANDSCAPING must meet STATE's applicable standards.
- c) CITY/COUNTY shall ensure that LANDSCAPED areas designated on Exhibit "A" are provided with adequate scheduled routine MAINTENANCE necessary to MAINTAIN a neat and attractive appearance.
- d) An Encroachment Permit rider may be required for any changes to the scope of work allowed by this Agreement prior to the start of any work within STATE's right of way.
- e) CITY/COUNTY contractors will be required to obtain an Encroachment Permit prior to the start of any work within STATE's right of way.
- f) To furnish electricity for irrigation system controls, water, and fertilizer necessary to sustain healthy plant growth during the entire life of this Agreement.
- g) To replace unhealthy or dead plantings when observed or within 30 days when notified in writing by STATE that plant replacement is required.
- h) To prune shrubs, tree plantings, and trees to control extraneous growth and ensure STATE standard lines of sight to signs and corner sight distances are always maintained for the safety of the public.
- i) To MAINTAIN, repair and operate the irrigation systems in a manner that prevents water from flooding or spraying onto STATE highway, spraying parked and moving automobiles, spraying pedestrians on public sidewalks/bike paths, or leaving surface water that becomes a hazard to vehicular or pedestrian/bicyclist travel.

- j) To control weeds at a level acceptable to the STATE. Any weed control performed by chemical weed sprays (herbicides) shall comply with all laws, rules, and regulations established by the California Department of Food and Agriculture. All chemical spray operations shall be reported quarterly (form LA17) to the STATE to: the District Maintenance at (insert your address here).
- k) To expeditiously repair any STATE facility damage ensuing from CITY'S LANDSCAPE (include IMPROVEMENTS, SYSTEM, if relevant) sign and presence and, activities, including, but not limited to, damaged caused by plants and plant roots and to reimburse STATE for its costs to repair the STATE facility damage ensuing from CITY's LANDSCAPE presence and activities should STATE be required to cure a CITY/COUNTY default.
- l))To remove LANDSCAPING (include IMPROVEMENTS, SYSTEM, if relevant) and appurtenances and restore STATE owned areas to a safe and attractive (include IMPROVEMENTS, SYSTEM, if relevant) condition acceptable to STATE in the event this Agreement is terminated as set forth herein.
- m) To furnish electricity and MAINTAIN lighting system and controls for all street lighting systems installed by and for CITY/COUNTY.
- n) To inspect LANDSCAPING (include IMPROVEMENTS, SYSTEM, if relevant) on a regular monthly or weekly basis to ensure the safe operation and condition of the LANDSCAPING.
- o) To expeditiously MAINTAIN, replace, repair or remove from service any LANDSCAPING (include IMPROVEMENTS, SYSTEM, if relevant) system component that has become unsafe or unsightly.
- p) To MAINTAIN all sidewalks/bike paths within the Agreement limits of the STATE highway right of way, as shown on Exhibit A, at CITY/COUNTY expense. MAINTENANCE includes, but is not limited to, concrete repair, replacement and to grind or patch vertical variations in elevation of sidewalks/bike paths for an acceptable walking and riding surface, and the removal of dirt, debris, graffiti, weeds, and any deleterious item or material on or about sidewalks/bike paths or the LANDSCAPING (include IMPROVEMENTS, SYSTEM, if relevant) in an expeditious manner.
- q) To MAINTAIN all parking or use restrictions signs encompassed within the area of the LANDSCAPING.
- r) To allow random inspection of LANDSCAPING, (include IMPROVEMENTS, SYSTEM, if relevant), street lighting systems, sidewalks/bike paths and signs by a STATE representative.

- s) To keep the entire landscaped area policed and free of litter and deleterious material.
- t) All work by or on behalf of CITY/COUNTY will be done at no cost to STATE.

Section III

STATE agrees to do the following:

- a) May provide CITY/COUNTY with timely written notice of unsatisfactory conditions that require correction by the CITY/COUNTY. However, the non-receipt of notice does not excuse CITY from maintenance responsibilities assumed under this Agreement.
- b) Issue encroachment permits to CITY/COUNTY and CITY/COUNTY contractors at no cost to them.

Section IV

Legal Relations and Responsibilities:

- a) Nothing within the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement, or affect the legal liability of either PARTY to this Agreement by imposing any standard of care respecting the design, construction and maintenance of these STATE highway improvements or CITY facilities different from the standard of care imposed by law.
- b) If during the term of this Agreement, COUNTY/CITY should cease to MAINTAIN the LANDSCAPING (include IMPROVEMENTS, SYSTEM, if relevant) to the satisfaction of STATE as provided by this Agreement, STATE may either undertake to perform that MAINTENANCE on behalf of CITY/COUNTY at CITY/COUNTY's expense or direct CITY/COUNTY to remove or itself remove LANDSCAPING (include IMPROVEMENTS, SYSTEM, if relevant) at CITY/COUNTY's sole expense and restore STATE's right of way to its prior or a safe operable condition. CITY/COUNTY hereby agrees to pay said STATE expenses, within thirty (30) days of receipt of billing by STATE. However, prior to STATE performing any MAINTENANCE or removing LANDSCAPING (include IMPROVEMENTS, SYSTEM, if relevant), STATE will provide written notice to CITY/COUNTY to cure the default and CITY/COUNTY will have thirty (30) days within which to effect that cure.

- c) Neither CITY/COUNTY nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by STATE under or in connection with any work, authority or jurisdiction arising under this Agreement. It is understood and agreed that STATE shall fully defend, indemnify and save harmless CITY/COUNTY and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation and other theories or assertions of liability occurring by reason of anything done or omitted to be done by STATE under this Agreement with the exception of those actions of STATE necessary to cure a noticed default on the part of CITY/COUNTY.
- d) Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by CITY/COUNTY under or in connection with any work, authority or jurisdiction arising under this Agreement. It is understood and agreed that CITY/COUNTY shall fully defend, indemnify and save harmless STATE and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by CITY/COUNTY under this Agreement.
- e) Prevailing Wage Requirements: Labor Code Compliance:
If the work performed on this Project is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public work" in that it is construction, alteration, demolition, installation, repair or maintenance CITY/COUNTY must conform to the provisions of Labor Code sections 1720 through 1815, all applicable regulations and coverage determinations issued by the Director of Industrial Relations. CITY/COUNTY agrees to include prevailing wage requirements in its contracts for public work. Work performed by CITY/COUNTY'S own forces is exempt from the Labor Code's Prevailing Wage requirements.
- f) Prevailing Wage Requirements in Subcontracts
CITY/COUNTY shall require its contractors to include prevailing wage requirements in all subcontracts funded by this Agreement when the work to be performed by the subcontractor is a "public work" as defined in Labor Code Section 1720(a)(1). Subcontracts shall include all prevailing wage requirements set forth in CITY/COUNTY's contracts.
- g) Insurance
CITY/COUNTY and their contractors shall maintain in force, during the term of this agreement, a policy of general liability insurance, including coverage of bodily injury liability and property damage liability, naming the State of California, its officers, agents and employees as the additional insured in an amount of \$1 million per person and \$2 million in aggregate. Coverage shall be evidenced by a certificate of Insurance in a form satisfactory to Department that shall be delivered to Department with a signed copy of this Agreement.

h) Termination

This Agreement may be terminated by timely mutual written consent by PARTIES, and CITY/COUNTY's failure to comply with the provisions of this Agreement may be grounds for a Notice of Termination by STATE.

i) Term of Agreement

This Agreement shall become effective on the date first shown on its face sheet and shall remain in full force and effect until amended or terminated at any time upon mutual consent of the parties or until terminated by STATE for cause.

PARTIES are empowered by Streets and Highways Code Section 114 & 130 to enter into this Agreement and have delegated to the undersigned the authority to execute this Agreement on behalf of the respective agencies and covenants to have followed all the necessary legal requirements to validly execute this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

THE CITY/COUNTY OF

STATE OF CALIFORNIA
DEPARTMENT OF
TRANSPORTATION

By: _____
MAYOR

By: _____
Malcolm Daugherty
Acting Director of Transportation

Attest:

By: _____
CITY/COUNTY Clerk

By: _____
Deputy District Director
Maintenance

By: _____
CITY/COUNTY Attorney

By: _____
**Attorney
Department of Transportation

***Approval by STATE'S Attorney is not required unless changes are made to this form, in which case, the draft will be submitted to Headquarters for review and approval by STATE's Attorney as to form and procedures.*

DEPARTMENT OF TRANSPORTATION

111 GRAND AVENUE
P. O. BOX 23660
OAKLAND, CA 94623-0660
PHONE (510) 286-4425
FAX (510) 286-4712
TTY (800) 735-2929



*Flex your power!
Be energy efficient!*

May 25, 2012

04-CC-4 46.0
12-0712

Town of Discovery Bay
Community Services District
C/O Fairin Perez
1800 Willow Lake Road
Discovery Bay, CA 94505

Dear Fairin,

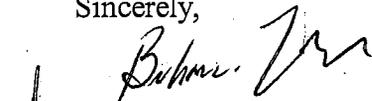
This is in regard to your April 27, 2012 Encroachment Permit Application to remove existing poor performer/dead shrubs/trees, apply approved mulch and re-plant new shrubs/trees; repair and upgrade irrigation system at Discovery Bay Boulevard, on State Highway 04-CC-4, Post Mile 46.0, in the Town of Discovery Bay.

Your application, as submitted, is incomplete, pending compliance with the following requirement:

Your proposed improvements (irrigation lines, trees, shrubs, plant material etc.) shall be maintained by the Town of Discovery Way at no cost to the State. Please contact Mr. Alireza Rezaee at 510-286-4443, to execute or update Maintenance Agreement accordingly. Please provide four sets of plans 11"x17".

Please refer File No. 12-0712 with all conversation and correspondence. If you have any questions, please call Bahman Zarechian at 510-286-4425 or Parminder S. Dhillon at (510) 286-4408.

Sincerely,


Bahman Zarechian
District Branch Chief
Office of Permits

"Caltrans improves mobility across California"



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

May 1, 2013

Prepared By: Virgil Koehne, Water and Wastewater Manager

Submitted By: Rick Howard, General Manager

RH

Agenda Title

Purchase of Water Booster Pump System for Wastewater Treatment Plant #2

Recommended Action

That a Water Booster Pump System from Pump Works Inc. be purchased in the amount of \$47,000.00 and authorize the General Manager to execute all purchase documents

Executive Summary

At the time the District installed the second belt-press for the Biosolids Project in 2012, it was determined that the water supply feeding the biosolids work area fluctuated from a range of 60-psi to a low of 15-psi. The lack of adequate water pressure resulted in the inability to run both belt presses simultaneously. The original 4-inch water main installed in 1999 is no longer sufficient to provide the volume of water necessary to operate the biosolids and meet future plant needs.

The water pressure upgrade was included as a part of the larger Oxidation Ditch and Clarifier project that is currently in design. Due to the current water pressure issues, it was recommended that the supply portion of the project be moved forward and complete the upgrade at this time.

The District's Water and Wastewater Engineers (Luhdorff and Scalmanini and HERWIT Engineering) evaluated the following options to improve water pressure at the site; Construct a new raw water Well on site; Open trench a new 8-inch water main from Cherry Hills Drive and cross Highway 4 to Plant #2; Use effluent water from the Wastewater Plant; and construct a Booster Pump Station at Plant No. 2 to increase system pressure when the biosolids operates.

Based on this evaluation, a Booster Pump Station located at Pant No. 2 was determined to be the lowest cost option by a significant margin. The District contacted all known vendors of booster pump equipment that could provide the necessary equipment. Quotes were received as follows.

1. Triangle Pump and Equipment: \$66,000.00 + Tax and Startup
2. Pump Works: \$42,000.00 + Tax and Start up (Quote Attached)
3. Martell Water systems: None Responsive Quote

The lowest quote we received is from Pump Works Inc. Electrical service is included in the Influent Pump Station Project and installation will be performed by Veolia Water.

Fiscal Impact: \$47,000.00

Amount Requested

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # 20-1180-49. **Category:**

Previous Relevant Board Actions for This Item

Approval of Capital Projects and FY 2012-13 Adopted CIP

Attachments

Quote from Pump Works

AGENDA ITEM: G-2



December 6, 2012

Quotation Prepared for:

Virgil Koehne
Town of Discovery Bay
925-308-9066 phone
vkoehne@todb.ca.gov

Booster Pump System

150 GPM @ 20-60 psi boost

(1) Aurora Intelliboost Triplex Booster System (expandable to triplex) with (3) 3804 horizontal end suction pumps with 15 Hp 460/3/60 TEFC premium efficient motors. All components are mounted on a stainless steel base and manifold support, shipped complete from the factory as a single unit. The system includes the following components:

- 4" 304 SST suction and discharge manifold piping with 3" suction discharge piping, suction/discharge pressure transducers, isolation full port ball valves for suction/discharge of each pump, check valves for discharge of each pump, suction/discharge pressure gauges
- NEMA 4 controller with touch screen interface; HOA selector switches, password protection, maintenance alarm with customizable settings, (4) i/o contacts, SD card backup, Ethernet communication.
- (3) VFDs in NEMA 4 enclosure
- Factory performance testing
- Standard factory enamel coating, where applicable

Lot Price (1 Triplex System) Freight Allowed, FOB Factory: \$42,000.00

Clarifications:

- 1 day of factory startup and training services is included; additional days may be added at a rate of \$1,000/day.
- Stainless steel is proposed for the skid instead of galvanized.
- NEMA 4X enclosures are not available for the HMI. The maximum protection available is NEMA 4. If the pump environment is subject to corrosion, we propose mounting the HMI in a separate room. VFD enclosures can be provided in NEMA 4X.
- CAT 6 Ethernet connection can be made to PLC. All alarms and PLC screens are viewable over the Ethernet. System shall be configured to allow remote operation of the unit, by a specific customer-specified device, over the Ethernet connection.
- The system is configured for a total system flow (with all pumps running full speed) of 450 GPM, maintaining 60 psi at the discharge. System losses for piping/pumps/valves on the skid are accounted for.
- Price includes freight to jobsite FOB Factory, N. Aurora, IL.
- Price does NOT include tax, installation, special tools, lubricants, valves, piping, controls, accessories, field services, or any other materials, appurtenances or services not detailed above.
- Seismic calculations are not included, and may be added at a rate of \$2,000.
- Expected Delivery is 8-10 weeks after approval of Submittals and release to production.
- Submittals, if required, will be generated 1-2 weeks after receipt and acceptance of purchase order.
- Quote valid for 60 days.

Please contact Chris Williams at 530-888-7084 with any questions.

Pumpworks, Inc. 16790 Placer Hills Rd. Suite B, Meadow Vista, CA 95603
Phone: 530-888-7084 Fax: 530-888-7043



AURORA[®] INTELLIBOOST[™] WITH INTELLIMANAGER[™] VARIABLE SPEED BOOSTER SYSTEMS



WWW.AURORAPUMP.COM

Agenda Item G-2

AURORA® INTELLIBOOST™

Variable Speed Booster System

Take A Leap Toward Technology

The IntelliBoost Variable Speed Constant Pressure Booster System is designed to meet the ever-increasing needs and complexity of today's water systems, and is specifically tailored to fresh water applications in high rises, office buildings, hospitals, hotels, and other commercial, industrial and municipal locations.

This system offers a state of the art combination of the Pentair Variable Frequency Drive for each pump, and a Programmable Logic Controller (PLC) with a Proportional Integral Derivative (PID) Loop to stage up to four pumps based on pressure and flow needs of the building. Pumps are the Pentair PVM multistage and end suction pumps.

Each system is fully assembled, wired and tested for ease of installation providing reliable service and meeting all specification requirements out of the box.

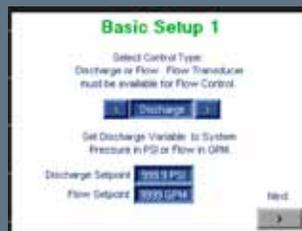


Access Functions From Any Mobile Device!

IntelliBoost is Ethernet compatible allowing the ability to connect to a network. Connect your system and take advantage of the IntelliBoost embedded Web Page which is Smart Phone Compatible. View system status and alarms wherever WI-FI is available.



FULL SYSTEM ACCESS



Provides full system access with IntelliManager™ screen control panel, see page 8 for details.

Booster System Standard and Optional Features

Standard Features

- Touch Screen Color Display - 5.7"
- Audible/Visible Panel Alarm (Configured to Relay Output 1)
- Single Information and Status Screen - Default
- Two to Four Pump Operation
- Constant Pressure Control - PSI
- Constant Flow Control* - GPM (Requires external Flow x-ducer)
- System Modification while in Operation through Touch Screen
- VFD Remote Hand Control through PLC
- VFD Hand Control Screen includes Complete Control of VFD and Monitoring
- Auto-Detect System Parameters for Pump Operation - Default
- Sequence of Operation: Timed Rotation/Same Lead Pump/ 1st On-1st Off
- Four Relay Outputs Configurable through Touch Screen with 27 Options for each Relay - System Operation, Alarms, Faults, Digital Inputs, Maintenance
- Maintenance Screen Setup - On Screen Alarm and/or Relay Output
- Faults and Alarm History
- Password Protection for Basic and Advanced Setup (Enable/Disable)
- Password(s) Disable/Enable Bypass
- Screen Saver Option and Settings
- Four Screen Basic Setup for Operation
- Summary Screen Review of Basic Settings
- Maximum and Minimum Speeds Allowed for Controller and VFD
- Discharge: Transducer Settings, Setpoint, Alarms and Faults
- Suction: Transducer Settings, Alarms and Faults
- Flow: Transducer Settings, Setpoint, Alarms and Faults
- Real Time Operation and Control
- Built-in Disconnects For Each VFD

Optional Features

- Factory Program Backup
- SD Card Program Settings Backup
- Webservice IP (Includes SD Card) - Views all Program's Current Settings and Values
- Additional Four Digital Inputs Configurable through Touch Screen
- Pressure Tanks
- Additional Four Relay Outputs Configurable through Touch Screen
- #316 stainless steel manifolds
- Single Point Disconnect
- Stainless steel base
- Nema 12, 3R ,4 and 4X
- Flanged suction and discharge connections

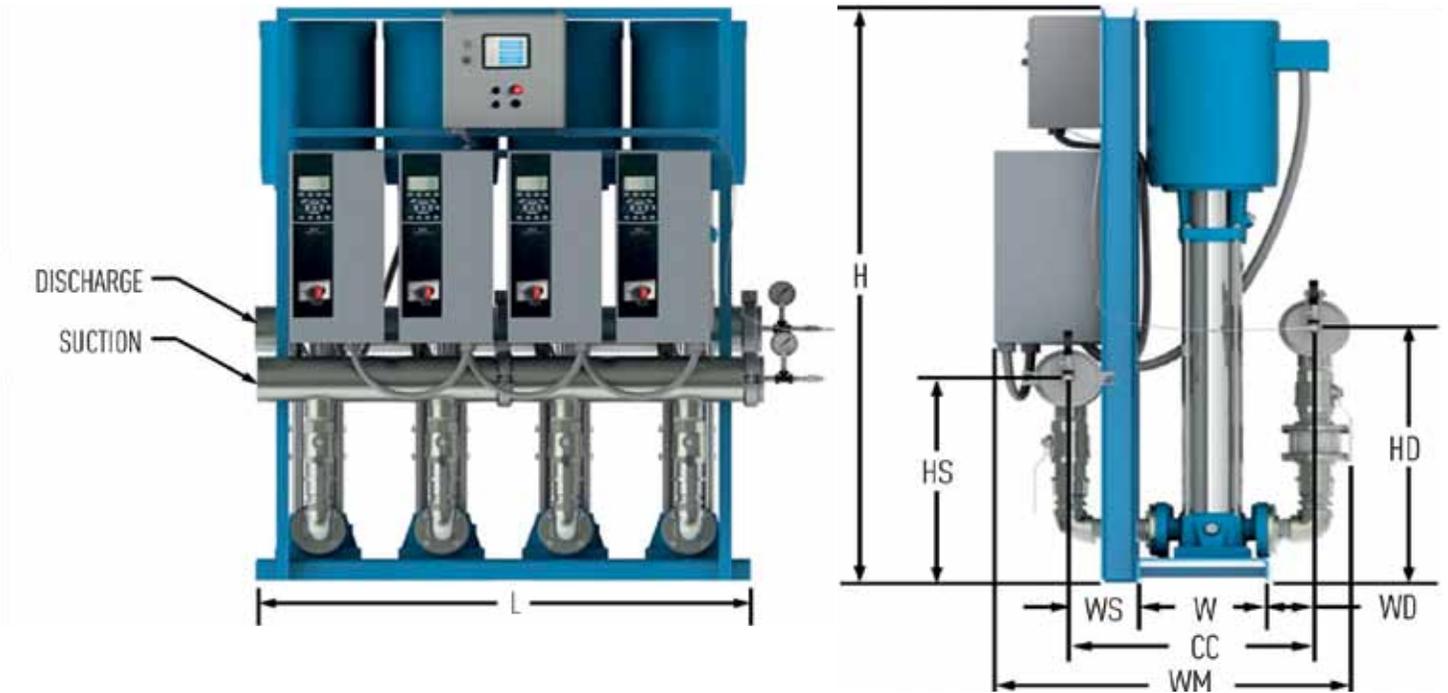
Booster System Features



Features

1. 5.7" Full Color Touch Screen Controller
2. Pentair Variable Speed Drives with Individual Disconnects and NEMA 1 Enclosure
3. Variable Frequency Drive
4. Pentair Pumps
5. 304 SS Schedule 40 Suction and Discharge Manifolds
6. Liquid Filled Suction and System Discharge Pressure Gauges
7. Grooved Manifold or Available ANSI Flange
8. Suction and Discharge Transducer
9. Structural Steel Base and Manifold Support
10. Isolation Full Port Ball Valves for Suction and Discharge of Each Pump
11. Check Valves Mounted to the Discharge of Each Pump

Booster System Dimensions



IntelliBoost™ PVM Pump Series	Manifold Size (Inches)	Branch Size (Inches)	Length Duplex (L)	Length Triplex (L)	Length Quadraplex (L)	Width of Skid (W)	Width (Max.) (WM)	Height (Max.) (H)	Height of Suction (HS)	Height of Discharge (HD)	Centre to Centre (CC)	Width of Suction (WS)	Width of Discharge (WD)
PVM 2 & 4	3	1.25	31.84	47.75	63.66	15.00	38.67	80.00	6.00	18.32	30.79	10.48	5.32
PVM 8 & 16	3	2	31.84	47.75	63.66	15.00	40.79	80.00	17.06	21.65	30.56	8.78	6.78
PVM 8 & 16	4	2	31.84	47.75	63.66	15.00	40.79	80.00	17.56	22.15	30.56	8.78	6.78
PVM 8 & 16	6	2	31.84	47.75	63.66	15.00	40.79	80.00	18.62	23.21	30.56	8.78	6.78
PVM32	4	2.5	31.84	47.75	63.66	15.00	43.24	80.00	24.76	31.51	32.37	9.69	7.69
PVM32	4	3	31.84	47.75	63.66	15.00	42.91	80.00	23.79	32.80	31.37	8.69	7.69
PVM32	6	2.5	31.84	47.75	63.66	15.00	43.24	80.00	25.82	32.57	32.37	9.69	7.69
PVM32	6	3	31.84	47.75	63.66	15.00	42.91	80.00	24.86	33.86	31.37	8.69	7.69

Notes:

1. All dimensions are in inches and may vary +/- 1/2 unless otherwise noted.
2. Due to tapered thread tolerance stack up, dimensions marked with * may vary +/- 2.
3. Not for construction unless certified.
4. Manifold ends are standard grooved connections.

Pump and System Selection Guide

There are two primary ways of selecting pumps as a system.

In the first case, building piping and fittings would be a part of an engineer's calculations so that all losses are calculated back to the pumps. In this case no losses are allowed in the booster system.

In the second and more common case, an engineer calculates all losses back to the packaged system manifolds. Suction pressure is subtracted from discharge pressure to determine the TDH of the system. An allowance is made for package system losses, and is added to the system TDH to get pump TDH.

$$(\text{Total System Flow } ___ \text{ GPM}) / (\text{Number of Pumps } ___) = (\text{Flow per Pump } ___ \text{ GPM})$$

$$(\text{Discharge Pressure } ___ \text{ Feet}) - (\text{Lowest Suction Pressure } ___ \text{ Feet}) = (\text{System Boost } ___ \text{ Feet})$$

$$(\text{System Boost } ___ \text{ Feet}) + (\text{System Friction Loss } 18 \text{ Feet}) = (\text{Pump Boost } ___ \text{ Feet})$$

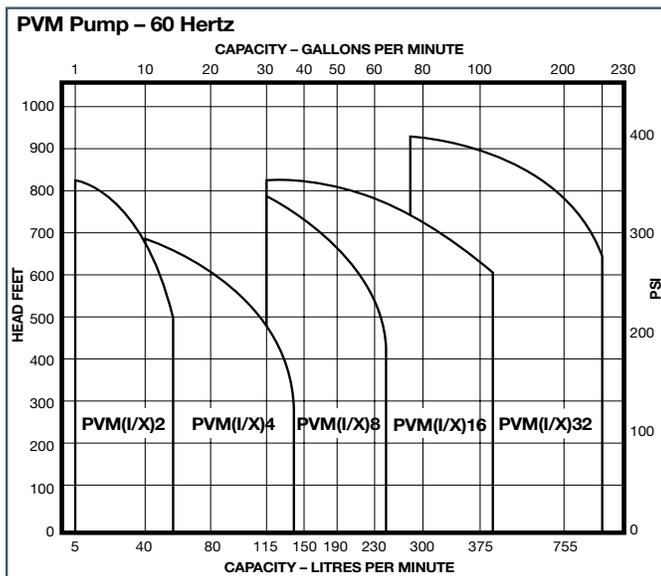
Note: System Loss is taken as 18 feet due to appropriate sizing of piping

From the above calculation the Flow in GPM and the Head in Feet TDH is established for pump selection.

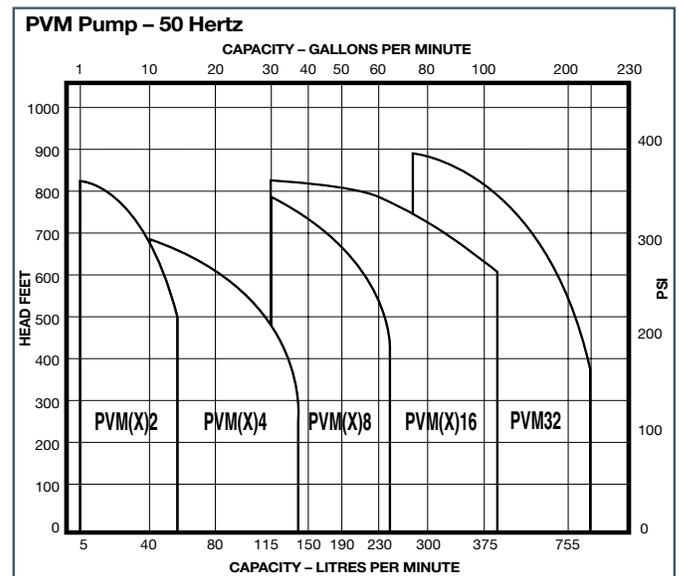
Check the Pentair PVM, End Suction Pump performance curves or the H2Optimizer for pump selection.

PVM Pump Performance Curves

60 Hertz Curve



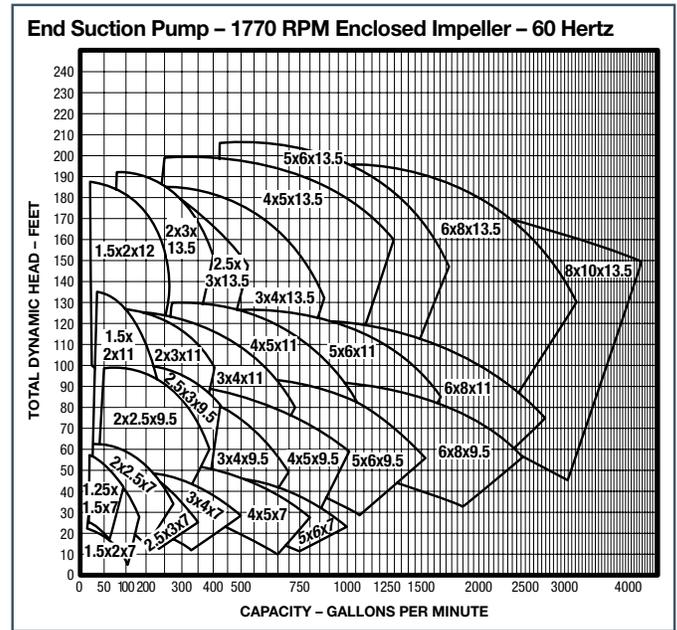
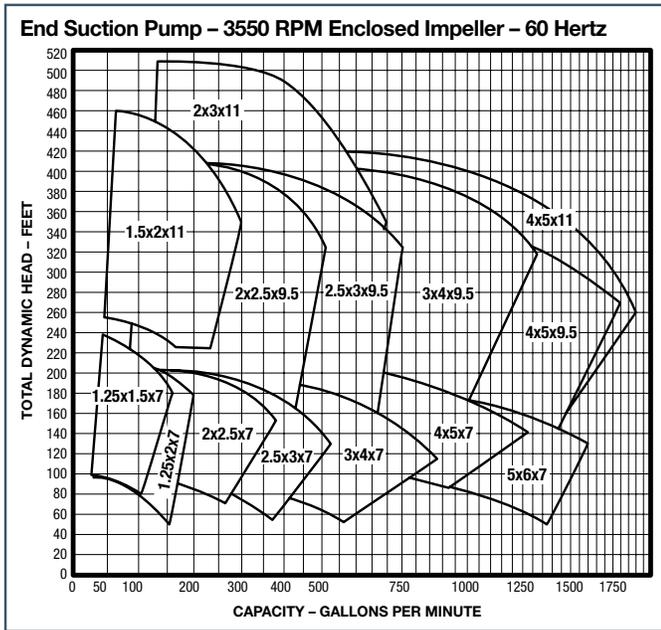
50 Hertz Curve



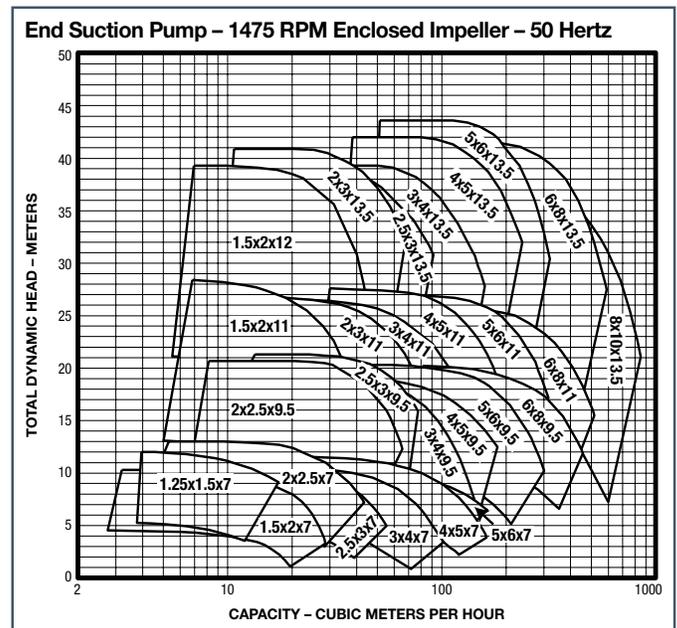
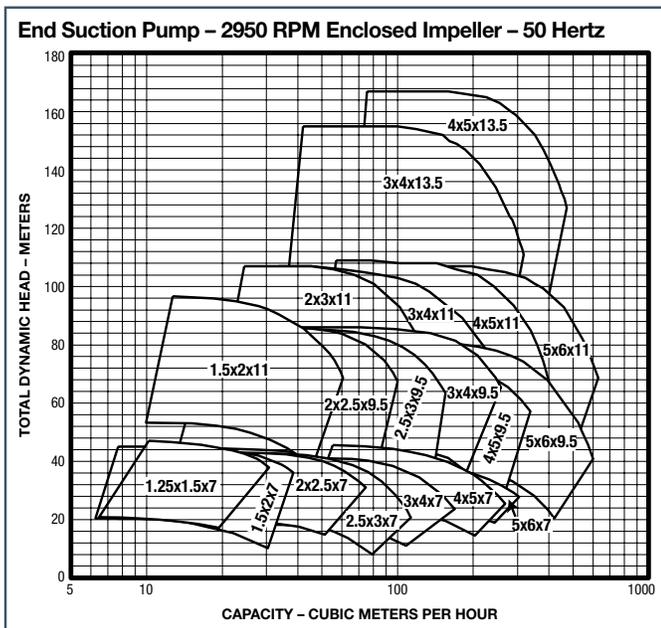
Selection Guide

End Suction Pump Performance Curves

60 Hertz Curves



50 Hertz Curves



Complete Control with INTELLIMANAGER™

Customize, Monitor, Maintain

The IntelliBoost™ Variable Speed Constant Pressure Booster System is controlled using our latest technology, IntelliManager. Configure the system settings to your exact needs and tolerances.

Monitor your system from anywhere in the world when it is connected using the built in Ethernet connection. Use your computer, or mobile device to access the built in web page, giving you the statistics and information needed to properly monitor a booster system.

IntelliManager will continually monitor performance and sound an alarm if any of your pre-determined tolerances are reached. System faults protect your investment by automatically shutting down the system when tolerances are exceeded.

	Actual	Setpoint	Maintenance Alarm Active		Additional Hardware
Discharge PSI	999.9	999.9			Ethernet SD Card
Suction PSI	999		Flow Switch		
Flow GPM	999	999	Off		
Pump #	1	2	3	4	
Status	ON	ON	ON	ON	
Speed (Hz)	99.9	99.9	99.9	99.9	
VFD Mode	Auto	Auto	Local	Local	
Comm Status	OK	OK	OK	OK	
Sequence	Lead	Lag 1	Lag 2	Lag 3	
PENTAIR		Alarm Active	99/99/99 hh:mm AM	Fault Active	

Realtime system operation, status, settings and hardware. Alarms, faults and maintenance indicators are active when set by operator.

Some examples of actual screens you will find in the IntelliBoost Variable Speed Constant Pressure Booster System, IntelliManager.

Basic Setup 2

Select Number of Pumps for System Operation.
4 Pumps in the System
may be operated as 2, 3 or 4 Pump Operating System.
3 Pumps in the System
may be operated as 2 or 3 Pump Operating System.

Number of Pumps in System to Operate:

Pump Control Response to System Changes:
Low (slower pump reaction, smooth demand transition)
High (fast reaction to higher demands)

Back

Easily configure the number of pumps in operation.

Basic Setup 4

Transducer Failure Settings:
Fault will stop all Drives when in Auto Mode
Alarm will Allow Drives to Run when in Auto Mode at Speed Setting

Alarm

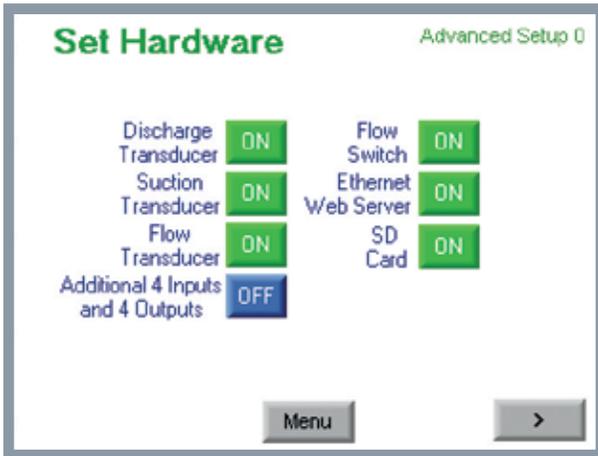
Password Setup: Enter Password/Pin(4) Numbers

Screen Saver Setting:

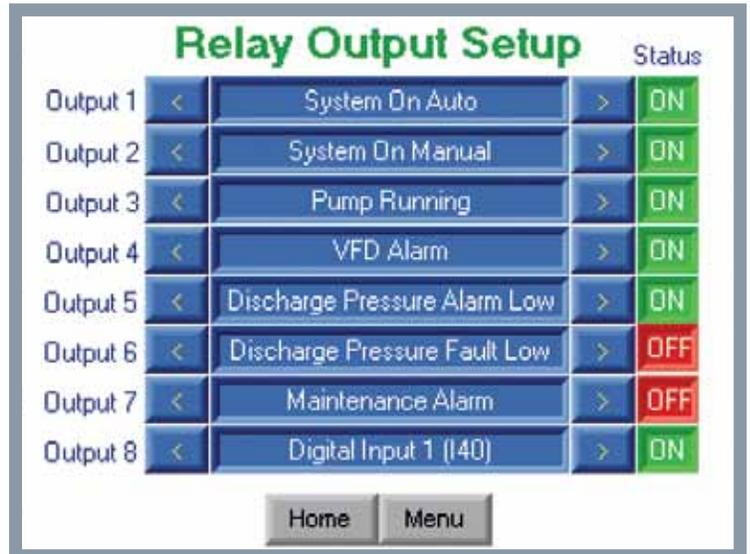
Back

Customizable settings can be entered throughout the software to configure the system to your exact needs.

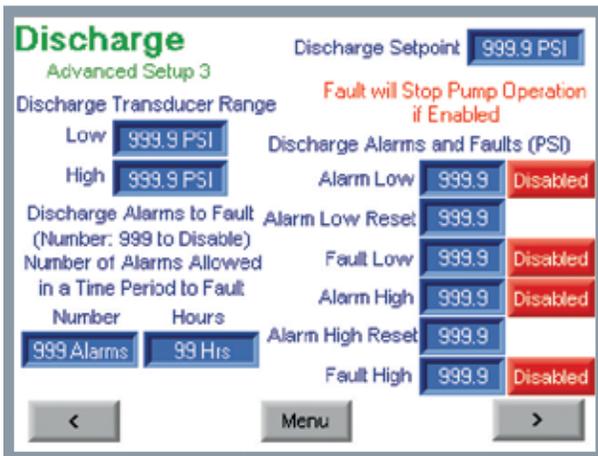
INTELLIMANAGER™



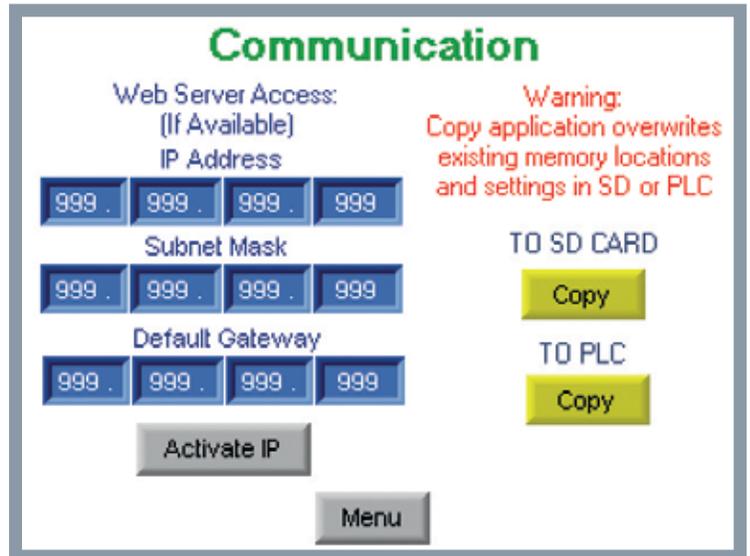
Hardware settings are factory set to match the exact hardware in your system.



Monitor the system through the use of four standard relays. An additional four relays may be added to the system as an option.



Determine your Alarm and Fault tolerances. Alarms will reset once operating conditions return to normal. Faults will cause the system to stop operating, resulting in operator assistance.



Use the available SD card to transfer information, or connect the system to your network using the built-in Ethernet port. When connected using Ethernet, you are able to view the system performance and operation from any computer or mobile device with web access.

Alarm Setting	Pump 1	Pump 2	Pump 3	Pump 4
Starts	999999	999999	999999	999999
Default	999999	999999	999999	999999
# of Starts	999999	999999	999999	999999
Pump Hours	999999	999999	999999	999999
Default	999999	999999	999999	999999
Total Hours	999999	999999	999999	999999
Motor Hours	999999	999999	999999	999999
Default	999999	999999	999999	999999
Total Hours	999999	999999	999999	999999
VFD Hours	999999	999999	999999	999999
Default	999999	999999	999999	999999
Total Hours	999999	999999	999999	999999

Set Default to -1 to Disable Alarm

Maintenance alarm screen provides the operator with complete statistics, helping determine what maintenance is needed.



Engineering Specifications

End Suction Close Coupled-Frame Mounted

The contractor shall furnish and install a constant pressure, variable speed (duplex, triplex, quadraplex) Booster System as manufactured by Pentair. The system shall have a total system flow of _____ GPM and a discharge head of _____ feet when supplied with a suction pressure of _____ feet. Each pump will have flow and head equal to the other pumps. The total system flow will be equal to the combination of all active pumps except where a standby pump of equal size is added.

System Flow _____ GPM

System Boost _____ Feet

Pump # 1 _____ GPM _____ Feet TDH

Pump # 2 _____ GPM _____ Feet TDH

Pump # 3 _____ GPM _____ Feet TDH

Pump # 4 _____ GPM _____ Feet TDH

Piping And Valves

Each System shall consist of a structural steel base capable of being grouted, and a structural framework to support both piping and control panels. All piping will consist of 304 stainless steel Schedule 40 pipe welded, threaded, flanged or grooved coupled, with isolation full port ball valves and check valve for each pump, with grooved manifold connections for ease of assembly. 4" liquid filled mounted gauges with isolation valves are to be supplied on each manifold.

Pumps

Pumps shall be Pentair stackable or end suction pumps with stainless steel impellers, diffuser, shaft, and 250-pound flanges, class 125 or 250. Seals are to be of tungsten carbide against tungsten carbide, EPDM Elastomer, and SS metals.

Testing

- Complete Functional Test Before Shipment
- Hydrostatic Test
- Hy Pot Electrical Test

End Suction Motor

Motors are to be premium efficiency suitable for Inverter ready, ODP or TEFC, 1460-3600 RPM, 3 Ph, 50 or 60 Hz, Nema J frame. Motors are selected to be non-overloading at all points on the pump curve.

PVM Motors

Motors are to be premium efficiency suitable for Inverter ready, TEFC, 3500 RPM, 3 Ph, 60 Hz, Nema T frame, C face with upgraded thrust bearing. Motors are selected to be non-overloading at all points on the pump curve.

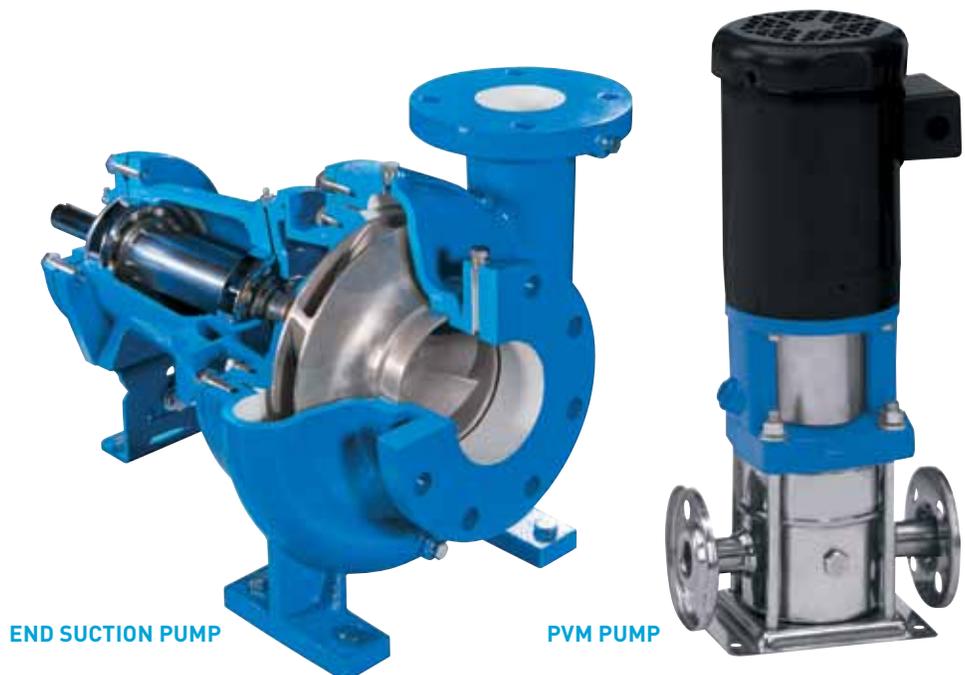
Variable Speed Drives

Variable Speed Drives shall be Pentair Variable Frequency Drives with pulse width modulation, microprocessor based algorithm, using insulated gate bipolar transistors (IGBT), with NEMA 1 enclosure, disconnect with fuses. Circuit breakers are not allowed. Variable speed drives are to be slaves to the master control panel with PID loop. In the event of master control panel failure, drives are to be individually capable of being operated in variable speed mode. Software features shall be as follows:

- AEO – An Automatic Energy Optimization Selection Feature Shall Optimize Motor Magnetization, and Dynamically Adjust Output Voltage To Load, Independent Of Speed.

Agency Listings

- ISO 9001
- ASME Welding
- ULQCZJ Pacakage Pump System
- UL508A
- NSF/ANSI 61-G (In Process of Certification)
- cUL/CSA



Specifications

Control Panel-Pressure Sensing

Each system control will consist of a Control Panel, NEMA 4 enclosure, with Programmable Logic Controller (PLC) and Proportional Integral Derivative (PID) Loop, programmed to stage all pumps as needed for variable flow and constant pressure. The PLC will respond to a 4-20 mA signal from a pressure transducer located on the discharge manifold. Each pump will have a Pentair Variable Frequency Drive. Both PLC and Variable Frequency Drives will be designed with user-friendly program, accessible to customer for further compatibility to local system conditions. Standard features of this control are as follows:

Standard Features

- Touch Screen Color Display - 5.7"
- Audible/Visible Panel Alarm (Configured to Relay Output 1)
- Single Information and Status Screen - Default
- Two to Four Pump Operation
- Constant Pressure Control - PSI
- Constant Flow Control - GPM (Requires external Flow x-ducer)
- System Modification while in Operation through Touch Screen
- VFD Remote Hand Control through PLC
- VFD Hand Control Screen includes Complete Control of VFD and Monitoring
- Auto-Detect System Parameters for Pump Operation - Default
- Sequence of Operation: Timed Rotation/Same Lead Pump/ 1st On-1st Off
- Four Relay Outputs Configurable through Touch Screen with 27 Options for each Relay - System Operation, Alarms, Faults, Digital Inputs, Maintenance
- Maintenance Screen Setup - On Screen Alarm and/or Relay Output
- Faults and Alarm History
- Password Protection for Basic and Advanced Setup (Enable/Disable)
- Password(s) Disable/Enable Bypass
- Screen Saver Option and Settings
- Four Screen Basic Setup for Operation
- Summary Screen Review of Basic Settings
- Maximum and Minimum Speeds Allowed for Controller and VFD
- Discharge: Transducer Settings, Setpoint, Alarms and Faults
- Suction: Transducer Settings, Alarms and Faults
- Flow: Transducer Settings, Setpoint, Alarms and Faults
- Real Time Operation and Control
- Built-in Disconnects For Each VFD

Optional Features

- Factory Program Backup
- SD Card Program Settings Backup
- Webserver IP (Includes SD Card) - Views all Program's Current Settings and Values
- Additional Four Digital Inputs Configurable through Touch Screen
- Pressure Tanks
- Additional Four Relay Outputs Configurable through Touch Screen
- #316 stainless steel manifolds
- Single Point Disconnect
- Stainless steel base
- Nema 12, 3R ,4 and 4X
- Flanged suction and discharge connections



PRESSURE TANKS



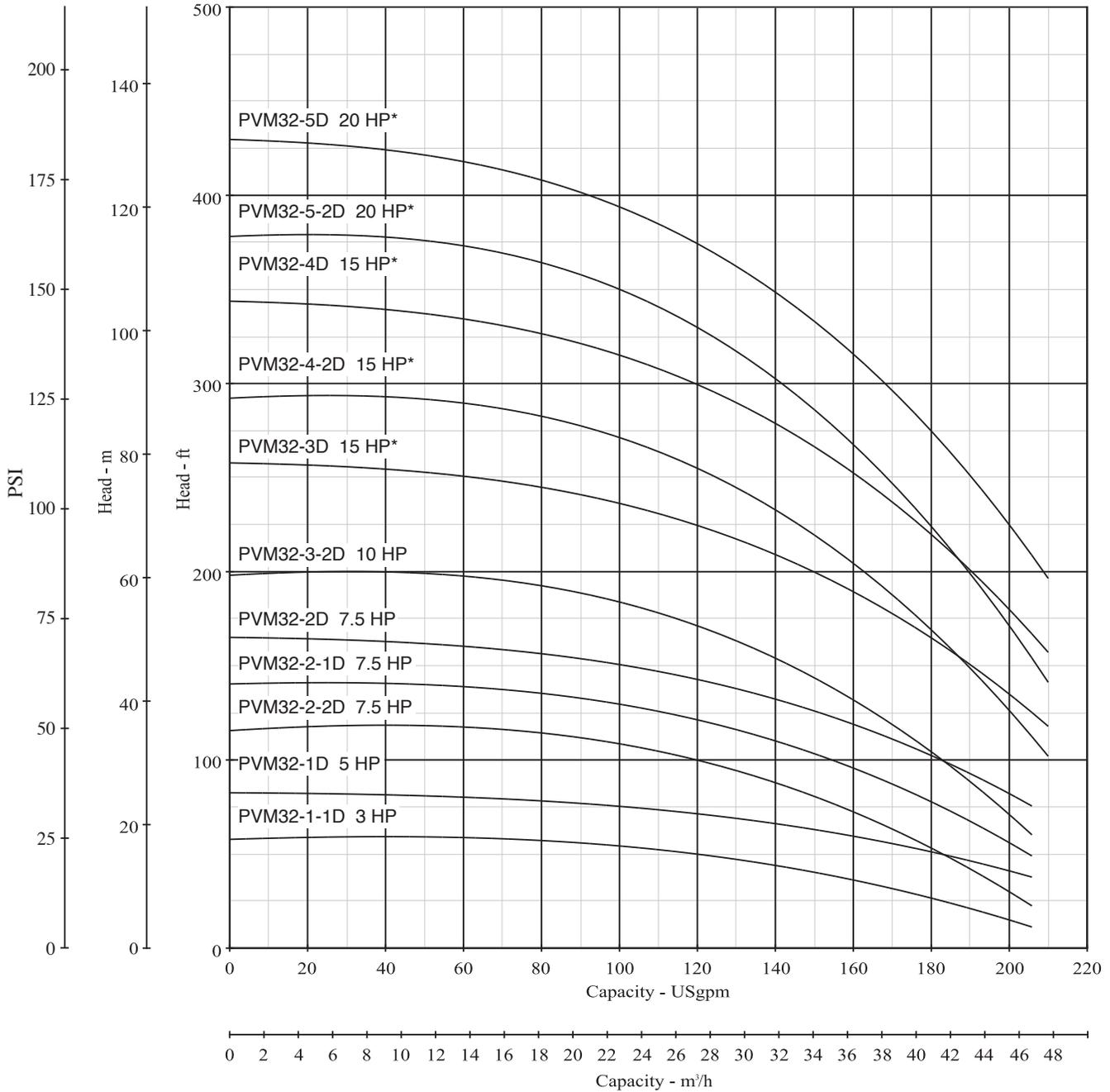
800 AIRPORT ROAD, NORTH AURORA, ILLINOIS 60542 WWW.AURORAPUMP.COM

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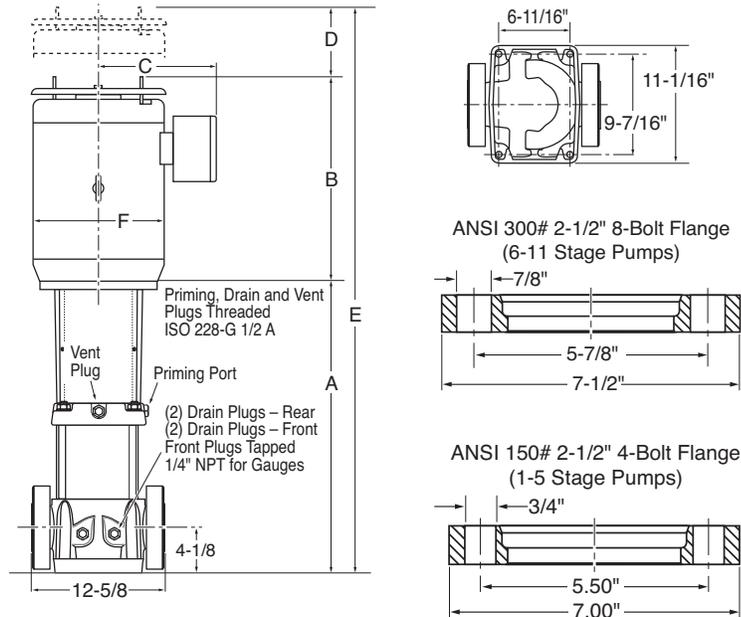
NOMINAL RPM: 3450 (*3520)

BASED ON FRESH WATER @ 68° F

MAXIMUM WORKING PRESSURE: 435 PSI



DIMENSIONS AND SPECIFICATIONS CAST IRON CONSTRUCTION



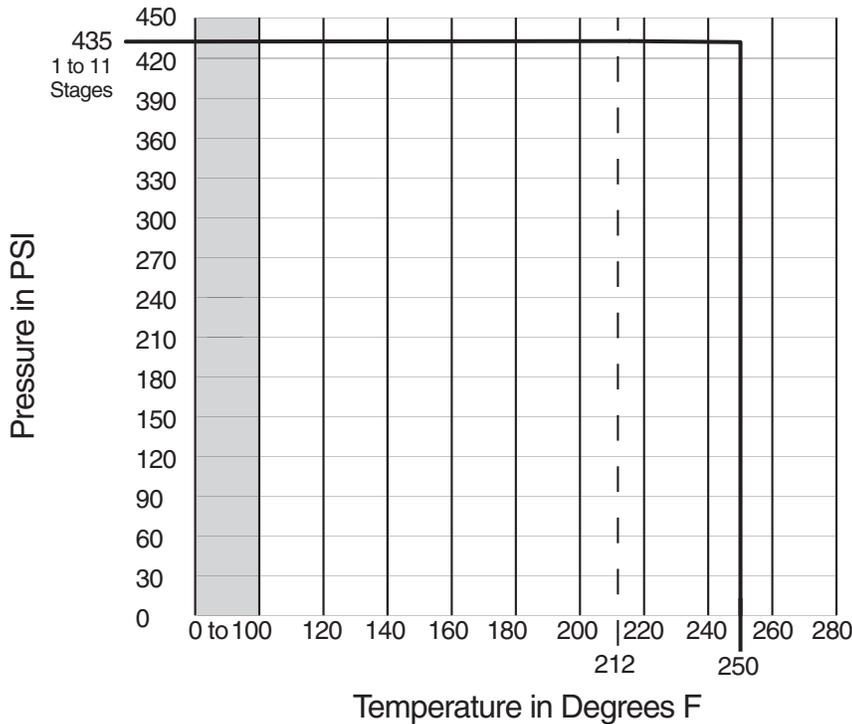
TECHNICAL INFORMATION	
MINIMUM PUMPING RATES	Up to 175° F – 15 GPM 175° F to 250° F – 35 GPM
FLOW RANGE	15 – 210 GPM
MIN. SUCTION PIPE SIZES	2-1/2" Nominal Diameter, Schedule 40 Pipe
MAX. WORKING PRESSURE	435 PSI
MAX. AMBIENT TEMP.	104° F
LIQUID TEMP. RANGE	+5° F to +250° F
MOTOR OPTIONS	TEFC or ODP Single or Three Phase For other options, consult factory.
CONSTRUCTION MATERIALS	See Page 37

Model Number	HP	Motor S.F.	ph	Volts	Frame Size	Disc. Size	Suction Size	Dimensions in Inches*						TEFC Wt.	ODP Wt.
								A	B	C	D	E	F		
PVM32-1-1D	3	1.15	1	208-230	182TC	2-1/2	2-1/2	22.74	13.63	6.88	2.88	39.24	8.50	187	191
PVM32-1-1D	3	1.15	3	208-230/460	182TC	2-1/2	2-1/2	22.74	13.63	6.88	2.88	39.24	8.50	187	191
PVM32-1D	5	1.15	1	208-230	184TC	2-1/2	2-1/2	22.74	15.25	8.00	3.38	41.37	10.63	199	205
PVM32-1D	5	1.15	3	208-230/460	213TCZ	2-1/2	2-1/2	22.74	15.25	8.00	3.38	41.37	10.63	199	205
PVM32-2-2D	7.5	1.15	1	208-230	213TC	2-1/2	2-1/2	27.49	15.25	8.00	3.38	46.12	10.63	231	228
PVM32-2-2D	7.5	1.15	3	208-230/460	213TC	2-1/2	2-1/2	27.49	15.25	8.00	3.38	46.12	10.63	231	228
PVM32-2-1D	7.5	1.15	1	208-230	213TC	2-1/2	2-1/2	27.49	15.25	8.00	3.38	46.12	10.63	231	228
PVM32-2-1D	7.5	1.15	3	208-230/460	213TC	2-1/2	2-1/2	27.49	15.25	8.00	3.38	46.12	10.63	231	228
PVM32-2D	7.5	1.15	1	208-230	213TC	2-1/2	2-1/2	27.49	15.25	8.00	3.38	46.12	10.63	231	228
PVM32-2D	7.5	1.15	3	208-230/460	213TC	2-1/2	2-1/2	27.49	15.25	8.00	3.38	46.12	10.63	231	228
PVM32-3-2D	10	1.15	1	208-230	215TC	2-1/2	2-1/2	30.24	16.38	8.75	3.38	49.99	10.63	268	252
PVM32-3-2D	10	1.15	3	208-230/460	215TC	2-1/2	2-1/2	30.24	16.38	8.75	3.38	49.99	10.63	268	252
PVM32-3D	15	1.15	3	208-230/460	254TC	2-1/2	2-1/2	30.24	19.63	9.50	4.25	54.12	13.00	355	344
PVM32-4-2D	15	1.15	3	208-230/460	254TC	2-1/2	2-1/2	33.00	19.63	9.50	4.25	56.88	13.00	364	353
PVM32-4D	15	1.15	3	208-230/460	254TC	2-1/2	2-1/2	33.00	19.63	9.50	4.25	56.88	13.00	364	353
PVM32-5-2D	20	1.15	3	230/460	254TC	2-1/2	2-1/2	35.75	21.75	9.13	4.00	61.50	11.50	388	362
PVM32-5D	20	1.15	3	230/460	254TC	2-1/2	2-1/2	35.75	21.75	9.13	4.00	61.50	11.50	388	362
PVM32-6-2D	25	1.15	3	230/460	284TSC	2-1/2	2-1/2	38.51	21.75	9.13	3.25	63.51	13.00	458	385
PVM32-6D	25	1.15	3	230/460	284TSC	2-1/2	2-1/2	38.51	21.75	9.13	3.25	63.51	13.00	458	385
PVM32-7-2D	25	1.15	3	230/460	284TSC	2-1/2	2-1/2	41.25	21.75	9.13	3.25	66.25	13.00	467	394
PVM32-7D	30	1.15	3	230/460	284TSC	2-1/2	2-1/2	41.25	22.94	13.11	3.25	67.44	14.88	545	419
PVM32-8-2D	30	1.15	3	230/460	284TSC	2-1/2	2-1/2	44.02	22.94	13.11	3.25	70.21	14.88	554	428
PVM32-8D	30	1.15	3	230/460	284TSC	2-1/2	2-1/2	44.02	22.94	13.11	3.25	70.21	14.88	554	428
PVM32-9-2D	40	1.15	3	230/460	286TSC	2-1/2	2-1/2	46.78	22.94	13.13	3.25	72.97	14.91	602	497
PVM32-9D	40	1.15	3	230/460	286TSC	2-1/2	2-1/2	46.78	22.94	13.13	3.25	72.97	14.91	602	497
PVM32-10-2D	40	1.15	3	230/460	286TSC	2-1/2	2-1/2	49.53	22.94	13.13	3.25	75.72	14.91	611	506
PVM32-10D	40	1.15	3	230/460	286TSC	2-1/2	2-1/2	49.53	22.94	13.13	3.25	75.72	14.91	611	506
PVM32-11-2D	40	1.15	3	230/460	286TSC	2-1/2	2-1/2	52.29	22.94	13.13	3.25	78.48	14.91	620	515

*Measurements represent the largest number possible for each model using standard efficiency motors.

Description	Material
Shaft	AISI 431 SS
Impellers, Diffuser Chambers, Pump Sleeve Split Cones, Split Cone Nuts and Suction Interconnector	AISI 304 SS
Motor Stool	Class 30 Cast Iron
Suction / Discharge, Pump Head and Motor Couplings	80-55-06 Ductile Iron
Intermediate Bearings	Leadless Tin Bronze
Diffuser Sleeves	Graphite
Lower Shaft, Stabilizer Bearing and Bearing Ring	Tungsten Carbide
O-Rings	EPDM opt: Viton, Buna-N
Neck Rings	Teflon
Coupling Guard	AISI 304 SS
Staybolts, Nuts and Washers	Zinc Plated Steel
Mechanical Seal: Stationary Face Rotating Face O-Rings Upper and Lower Drivers Spring	Tungsten Carbide Tungsten Carbide EPDM opt: Viton, Buna-N AISI 304 SS or Better AISI 316 SS
Seal Carrier	UNIC 40 Epoxy Coated Steel

Permissible Operating Pressure Curves





No Back Up
Documentation For
Agenda Item # H



No Back Up
Documentation For
Agenda Item # I

Annual Water Quality Report - Reporting Year 2012

Town of Discovery Bay CSD
1800 Willow Lake Road
Discovery Bay, CA 94505

PWSID#: 0710009

Our Commitment

The Town of Discovery Bay Community Services District and Veolia Water, our contractor that operates and maintains our facilities, are once again proud to present our annual water quality report covering all testing performed between January 1 and December 31, 2012. Over the years we have dedicated ourselves to producing drinking water that meets all state and federal standards. We continually strive to adopt new methods for delivering the best quality drinking water to you. As new challenges to drinking water safety emerge, we remain vigilant in meeting the goals of source water protection and community education while continuing to serve the needs of all our water users.

If you have any questions about this report or concerns about your water utility, please contact Virgil Koehne at the Town of Discovery Bay CSD district office at (925) 634-1131 or Veolia Water at (925) 634-8818. We want our valued customers to be informed about their water utility.

Getting Involved with the Community

If you want to learn and get involved with your community, please attend the Town of Discovery Bay Community Services District Board of Director's regularly scheduled meetings. They are held on the 1st and 3rd Wednesday of each month, starting at 7:00 p.m. in the Town of Discovery Bay CSD district office located at 1800 Willow Lake Road behind the Delta Community Presbyterian Church.

Please also view our website for news, current and past agendas and minutes of our board meetings, and issues that affect our community at www.todb.ca.gov.

Board Members for 2013

Ray Tetreault, President

Mark Simon, Vice President

Kevin Graves, Director

Bill Pease, Director

Chris Steele, Director

Important Health Information

Some people may be more vulnerable to contaminants in drinking water than the general population. Immunocompromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants may be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. The U.S. EPA/CDC (Centers for Disease Control and Prevention) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791 or <http://water.epa.gov/drink/hotline>.

Substances That Could Be in Water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (U.S. EPA) and the California Department of Public Health (Department) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. Department regulations also establish limits for contaminants in bottled water that must provide the same protection for public health. Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk.

Contaminants that may be present in source water include:

Microbial Contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife;

Inorganic Contaminants, such as salts and metals, that can be naturally occurring or can result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming;

Pesticides and Herbicides, that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses;

Organic Chemical Contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and which can also come from gas stations, urban stormwater runoff, agricultural applications, and septic systems;

Radioactive Contaminants, that can be naturally occurring or can be the result of oil and gas production and mining activities.

More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline at (800) 426-4791.

Where does our water in Discovery Bay come from?

The Town of Discovery Bay CSD obtains its water from five (5) groundwater wells underlying the community, which then flows through two (2) water treatment facilities that remove Iron and Manganese from our groundwater sources. The average depth of our wells are approximately 400 feet.

Water Source Assessment

Vulnerability assessments are required for all new sources under the CA Waterworks Standards (Chapter 16 of Title 22, CA Code of Regulations), which became effective March 9, 2008. Because wells 1, 2, 4A, and 5A were all constructed and permitted prior to this date, they are exempt. A source water assessment was conducted for the WELL 06 of the TOWN OF DISCOVERY BAY water system in MAY 2009.

Well 06 - is considered most vulnerable to the following activities not associated with any detected contaminants: Known Contaminant Plumes

Dry Cleaners

Unauthorized Dumping

Discussion of Vulnerability

A known contaminant plume of MTBE exists beneath a site on the corner of Discovery Bay Boulevard and Willow Lake Road, which used to be a gas station (located southwest of the Well No. 6). Since the removal of three former underground storage tanks, piping and dispenser islands in 1998, remediation efforts have been underway for the removal of MTBE in the shallow aquifer. The plume occurs in the shallow aquifer extending to 25.5 feet below ground surface, at which a low permeability layer 13 feet thick prevents further vertical migration. The Central Valley Regional Water Quality Control Board approved monitored natural attenuation as a corrective action method in February 2008, in part because of naturally decreasing concentration trends. Although there is not a reported groundwater contamination associated with an identified dry cleaning business, it is considered a possible contaminating activity due to proximity.

The PCA concerned with unauthorized dumping is associated with boats that have sunk and accidental spills of fuel product into the waterways that are part of Discovery Bay. From 1991 to present there have been more than 20 reports of sunken vessels and product sheens observed in the waterways. In addition, there was a reported incident of a raw swage leak from a resident's sewer line in 2005.

The PCAs identified in this preliminary DWSAP have the greatest potential to affect groundwater in the shallow aquifer. The proposed well will be completed in deeper confined aquifer units. The proposed well seal consists of a 180-foot grouted conductor casing. Similar to the CSD Wells, the proposed seal, along with confining clay strata will provide a barrier to potential vertical migration of shallow contamination sources. There have been no contaminants detected in the water supply to this date in Discovery Bay, however the proposed new source, like the existing supply wells, is still considered vulnerable to the above PCAs due to proximity.

Acquiring Information:

A copy of the complete assessment may be viewed at:

CA Department of Public Health

Drinking Water Field Operations Branch

850 Marina Bay Parkway, Bldg., P-2

Richmond, CA 94804

You may request a summary of the assessment be sent to you by contacting:

Marco Pacheco, P.E.

Associate Sanitary Engineer

Phone: (510) 620-3467

Fax: (510) 620-3455

E-mail: Marco.Pacheco@cdph.ca.gov

Lead in Home Plumbing

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at www.epa.gov/safewater/lead.

In the news:

This past year has been a year of progress in Discovery Bay - from the subtle to the noticeable; Discovery Bay is on the move! Some of the more obvious improvements we have seen this year are the completion of the Clipper Drive Landscape Enhancement project; the tennis court renovation project at Cornell Park; and in February, the acquisition of the Discovery Bay Athletic Club for the long awaited Community Center. Some of the less obvious, yet vitally important improvements include the issuance of \$14.1 Million in bonds to finance a number of capital improvements to the Town's water and wastewater infrastructure system. These improvements, once complete, will provide improved service and long term system wide sustainability.

Did you know that not one drop of our drinking water comes from the Delta? All of Discovery Bay's drinking water comes from a comprehensive series of wells that are located throughout Town and are interconnected to our two water treatment plants. In an effort to continue the flow of water to your homes, the Town is currently working on the development of a new water service well. Located off Newport Drive, Well #7 will provide water for the community and help safeguard our long term water needs.

This past April, the Town recently held its annual Earth Day Celebration at the new Community Center, located at 1601 Discovery Bay Blvd. The community wide "Can you DIG it" was attended by hundreds of Discovery Bay residents. The Discovery Bay Garden Club placed a Blue Star By-Way marker at Slifer Park and volunteers assisted with the placement of the memorial plaque and

planted trees and shrubs around the memorial marker. Volunteers also participated in the creation of a community garden at the Community Center. Following the morning volunteer projects, a Family Festival featuring local businesses and eco-friendly vendors took place. Entertainment, food and community spirit was evident as day wound down with a community barbecue and concert in the park.

As your local water and sewer district, we want to remind everyone that it's important to remember to conserve water! It's a precious resource that we need to protect. Please turn your sprinklers off during inclement weather and fix any leaky water fixtures, including toilets, sinks, and sprinklers. On average, a home wastes over 10,000 gallons of water annually – enough to fill a back yard swimming pool! Be Water Wise and when you have a leak, please repair it as soon as possible. Also, avoid pouring fats, oils and grease down your sink. These food by-products create blockages in the sanitary sewer system that result in sewer overflows! By properly disposing of your Fats, Oils and Grease into your refuse container, you are helping protect the environment in an easy and conscientious manner.

The Town of Discovery Bay is presently in the process of reviewing water and wastewater rates heading into next fiscal year. It is anticipated that the study will be completed in June, 2013. All property owners will receive a separate notice that will identify changes that may result.

The conductivity of your water was found at levels that exceed the secondary MCL. The secondary MCL's were set to protect you against unpleasant aesthetic affects such as color, taste and order. Violating this MCL does not pose a risk to public health

The TDS in your water was found at levels that exceed the secondary MCL. The TDS MCL's was set to protect you against unpleasant aesthetic affects such as color, taste or hardness. Violating this MCL does not pose a risk to public health.

** Insert (Spanish) Translation Text **

Sampling Results

During the past year we have taken hundreds of water samples in order to determine the presence of any radioactive, biological, inorganic, volatile organic or synthetic organic contaminants. The table below shows only those contaminants that were detected in the water. Results reflect the complied averages and ranges from all five active groundwater wells.

The state requires us to monitor for certain substances less than once per year because the concentrations of these substances do not change frequently. In these cases, the most recent sample data are included, along with the year in which the sample was taken.

**Regulated Substances
Town of Discovery Bay CSD**

Substance (Unit of Measure)	Year Sampled	MCL [MRDL]	PHG (MCLG) [MRDLG]	Amount Detected	Range Low-High	Violation	Typical Source

Aluminum (ppm)	2012	1	0.6	0.004	ND - 0.02	No	Erosion of natural deposits; residue from some surface water treatment processes
Arsenic (ppb)	2012	10	0.004	1.0	ND - 5	No	Erosion of natural deposits; runoff from orchards; glass and electronics production wastes
Barium (ppm)	2012	1	2	0.9	ND - 0.2	No	Discharges of oil drilling wastes and from metal refineries; erosion of natural deposits
Chlorine (ppm)	2011	[4.0 (as Cl ₂)]	[4 (as Cl ₂)]	.72	.52 - .86	No	Drinking water disinfectant added for treatment
Fluoride (ppm)	2012	2.0	1	0.18	ND - 0.3	No	Erosion of natural deposits; water additive that promotes strong teeth; discharge from fertilizer and aluminum factories
Gross Alpha Particle Activity (pCi/L)	2012	15	(0)	*1.60	ND - 8.63	No	Erosion of natural deposits
Haloacetic Acids (ppb)	2012	60	NA	12	9 - 16	No	By-product of drinking water disinfection
Selenium (ppb)	2012	50	30	1.8	ND - 9	No	Discharge from petroleum, glass, and metal refineries; erosion of natural deposits; discharge from mines and chemical manufacturers; runoff from livestock lots (feed additive)
TTHMs [Total Trihalomethanes] (ppb)	2012	80	NA	49.4	41.5 - 57.4	No	By-product of drinking water disinfection
Total Coliform Bacteria [Total Coliform Rule] (# positive samples)	2012	No more than 1 positive monthly sample	(0)	1	NA	No	Naturally present in the environment
Uranium (pCi/L)	2012	20	0.43	*1.1	ND - 5.35	No	Erosion of natural deposits

**Tap water samples were collected for lead and copper analyses from sample sites throughout the community
Town of Discovery Bay CSD**

Substance (Unit of Measure)	Year Sampled	AL	MCLG	Amount Detected (90th%tile)	Sites Above AL/Total Sites	Violation	Typical Source
Copper (ppm)	2012	1.3	0.3	.510	0/30	No	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from

							wood preservatives
Lead (ppb)	2012	15	0.2	2.50	0/30	No	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits

Secondary Substances**Town of Discovery Bay CSD**

Substance (Unit of Measure)	Year Sampled	SMCL	PHG (MCLG)	Amount Detected	Range Low-High	Violation	Typical Source
Chloride (ppm)	2012	500	NS	168	81 - 480	No	Runoff/leaching from natural deposits; seawater influence
Color (Units)	2012	15	NS	5	ND - 10	No	Naturally-occurring organic materials
Foaming Agents [MBAS] (ppb)	2012	500	NS	80	ND - 400	No	Municipal and industrial waste discharges
Odor - Threshold (TON)	2012	3	NS	0.8	ND - 2	No	Naturally-occurring organic materials
Specific Conductance (μ S/cm)	2012	1,600	NS	1220	936 - 2220	Yes	Substances that form ions when in water; seawater influence
Sulfate (ppm)	2012	500	NS	76.6	50 - 98	No	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (ppm)	2012	1,000	NS	698	550 - 1240	Yes	Runoff/leaching from natural deposits
Zinc (ppm)	2012	5.0	NS	0.006	ND - 0.03	No	Runoff/leaching from natural deposits; industrial wastes

Unregulated Substances**Town of Discovery Bay CSD**

Substance (Unit of Measure)	Year Sampled	Amount Detected	Range Low-High	Typical Source
Boron (ppm)	2012	3	2 - 4	Naturally present in the environment. Health Effects Language - The babies of some pregnant women who drink water containing boron in excess of the notification level may have an increased risk of developmental effects, based on studies in laboratory animals.
Sodium (ppm)	2012	197	124 - 401	Salt present in the water; generally naturally occurring

Other Unregulated Substances**Town of Discovery Bay CSD**

Substance (Unit of Measure)	Year Sampled	Amount Detected	Range Low-High	Typical Source
Hardness (ppm)	2012	216	147 - 321	Generally found in ground and surface water

Table Definitions

ppm (parts per million): One part substance per million parts water (or milligrams per liter).

ppb (parts per billion): One part substance per billion parts water (or micrograms per liter).

pCi/L (picocuries per liter): A measure of radioactivity.

TON (Threshold Odor Number): A measure of odor in water.

µS/cm (microsiemens per centimeter): A unit expressing the amount of electrical conductivity of a solution.

AL (Regulatory Action Level): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

MCL (Maximum Contaminant Level): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs (SMCLs) are set to protect the odor, taste and appearance of drinking water.

MCLG (Maximum Contaminant Level Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. EPA.

MRDL (Maximum Residual Disinfectant Level): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

MRDLG (Maximum Residual Disinfectant Level Goal): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

NA: Not applicable

ND (Not detected): Indicates that the substance was not found by laboratory analysis.

NS: No standard

PDWS (Primary Drinking Water Standard): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

PHG (Public Health Goal): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California EPA.

TT (Treatment Technique): A required process intended to reduce the level of a contaminant in drinking water.



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TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Ray Tetreault • Vice-President – Mark Simon • Director – Kevin Graves • Director – Bill Pease • Director – Chris Steele

MINUTES OF THE COMMUNITY CENTER COMMITTEE OF THE TOWN OF DISCOVERY BAY

Monday, March 25, 2013

COMMUNITY CENTER MEETING 7:00 P.M.

1800 Willow Lake Road, Discovery Bay, California

Website address: www.todb.ca.gov

Community Center Committee Members

Kevin Graves, Chair; Chris Steele, Vice-Chair; Diane Alexander, Paul Emmett, Vacant

COMMUNITY CENTER MEETING 7:00 P.M.

A. ROLL CALL

Chair Graves – Stated that due to a conflict in schedules and other commitments Community Center Member Jim Mattison has resigned from the Committee and the position will be filled by the Board of Directors at a future date.

Call business meeting to order – 7:00 p.m. by Chair Graves

Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There were two Public Comment Speakers

C. APPROVE MINUTES

1. DRAFT Minutes of previous Community Center meeting dated March 12, 2013

Motion by: Vice-Chair Steele to approve the minutes

Second by: Member Emmett

Vote: Motion Carried – AYES: 4, NOES: 0

D. PRESENTATIONS

None

E. NEW BUSINESS AND ACTION ITEMS

1. **Community Center Operations Update**

Parks and Landscape Manager Perez – Provided the details of item E-1. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board. There was one Public Comment Speaker.

2. **Community Center Revenue to Date**

Parks and Landscape Manager Perez – Provided the details of item E-2. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board.

3. **Initial Programming Considerations without Fitness Component (GreenPlay)**

General Manager Howard – Introduced GreenPlay Principle Pat O'Toole

Pat O'Toole – Provided the details of item E-3. There was discussion between GreenPlay Principle, the General Manager, and the Board. There was one Public Comment Speaker.

Motion by: Vice-Chair Steele to authorize Staff to engage GreenPlay for a Master Plan – Park and Recreation Proposal and recommendations to the Board

Second by: Member Emmett

Vote: Motion Carried – AYES: 4, NOES: 0

4. **Community Center Renovation Schedule**

General Manager Howard – Stated that item E-4 will be pulled

5. **Community Center Pool Renovation**

General Manager Howard – Provided the details of item E-5. There was discussion between the General Manager and the Board. There was one Public Comment Speaker.

6. Pickle Ball Court Conversion Options

Parks and Landscape Manager Perez – Provided the details of item E-6. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board. There were two Public Comment Speakers.

Motion by: Vice-Chair Steele recommending Staff for a Proposal to work on the Cornell Park Site as the Pickle Ball location.

Second by: Member Alexander

Vote: Motion Carried – AYES: 4, NOES: 0

7. Preliminary Community Center Budget Discussion

General Manager Howard – Provided the details of item E-7.

8. Schedule next Community Center Committee Meeting

General Manager Howard – Provided the details of item E-8. There was discussion between the General Manager and the Board. The next Community Center Committee Meeting is scheduled for Monday, April 15, 2013 at 7:00 p.m.

F. FUTURE AGENDA ITEMS

1. Programming for the Community Center

G. ADJOURNMENT

The meeting adjourned at 8:11 p.m. to the next Community Center Committee meeting on Monday, April 15, 2013 at 1800 Willow Lake Road.

//cmc – 03.27.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>



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APR 11 2013

CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION
January 28, 2013

MINUTES

The quarterly meeting of the Contra Costa Special Districts Association was held on Monday, January 28, 2012, at Central Contra Costa Sanitary District, Martinez. Chairperson Bette Boatman led the meeting with 35 members in attendance, representing 26 special districts.

Call to Order

Chairperson Boatman called the meeting to order at 10:07 a.m. Introductions and comments followed, with each representative giving an update on their respective agencies.

Approval of Minutes

The minutes of the October 15, 2012 meeting were approved.

Guest Speaker

Bette Boatman introduced the Moderator for the meeting's panelist Stan Caldwell, CCSDA Member at Large. Mr. Caldwell started out by introducing the Panelists consisting of:

- Anthony Suine, Chief of Benefit Services Division,
Member of CalPERS Pension Reform Team
- Marilyn Leedom, Retirement Executive Officer,
Contra Costa County Employees' Retirement Association
- Fritzie Archuleta, Senior Pension Actuary
CalPERS Actuarial Office
- Kurt Schneider, Deputy Chief Executive Officer
Contra Costa County Employees' Retirement Association

Mr. Caldwell asked various questions regarding the new State Retirement legislations.

It was explained that the Public Employees' Pension Reform Act created uniformity between all the public agencies. It took the ability to make changes for future benefit formulas out of the hands of the local government and left it at the state level.

For Contra Costa County, the Public Employees' Pension Reform Act seemed that many parts of the legislation made the implementation easy, it was what wasn't clearly defined that made it more difficult.

The panelists answered all the questions from the audience and thanked everyone for the invitation to speak at this meeting.

Committee Updates

Finance Committee

Vice Chair/Treasurer Mark Cornelius presented the CCSDA Revenue and Expense Summary Report for the period of October through December 2012. The Bank account balances as of December 31, 2012 were:

Savings Account -	\$ 9,671.04
Checking Account	\$ 534.15
Total Balance	\$10,205.19

Program Committee

Paul Soltow, Jr., West County Wastewater District reported that he will be working with committee members Tom Williams, Ironhouse Sanitary District and John Wyro, Moraga-Orinda Fire District to coordinate interesting speakers for the next meeting in April.

LAFCO Representative Report

Dwight Meadows, Contra Costa Resource Conservation District, presented a summary of the items being processed at LAFCO, noting that he was elected the Vice Chair for LAFCO for 2013.

Legislative Committee Report

Stan Caldwell, CCSDA Member at Large, presented a written legislative update report for the Contra Costa Special Districts Association.

East Bay Regional Park District- Park Advisory Committee Report

In the absence of E.J. Shalaby, West County Wastewater District, a written report was distributed highlighting the current projects of the East Bay Regional Park District.

California Special Districts Association Activities Update

Sherry Sterrett, Pleasant Hill Recreation & Park District, presented a summary of the California Special District Association meeting of January 25, 2013. She began with a "welcome" to Rodeo Sanitary District for recently joining CSDA.

Sherry stated that the CSDA meeting began in closed session to complete the annual evaluation of the Executive Director, Neil McCormick. The board was pleased with Mr. McCormick's work and offered him a 2.3% salary increase.

CSDA reported to the board of directors that there are 40 new legislators for the 2013 session. Most of the new legislators came from city councils. The legislative issues for 2013 are expected to be:

- *Property Tax Increments
- *Lowering the voter threshold from 2/3 to 55%
- *Local agency reserves

*CEQA reform

*LAFCO issues – CSDA will be encouraging special districts to seek seats on LAFCO.

Action items approved by the CSDA Board of Directors:

*Due to the death of CSDA Director Dr. James Kohnen, Stan Caldwell was appointed to fill the vacant CSDA seat on the Special District Leadership Foundation.

*The 2012 Financials were reviewed and sent for audit.

*Review of 2012 Annual Conference and ideas for the 2013 Conference.

The California Leadership Foundation has introduced:

*The District Transparency Certificate

*The John Yeakley Scholarship for administrators

*The James Kohnen Scholarship for board members.

See the CSDA website for details of each scholarship.

As a reminder, Sterrett asked if all present had received the CSDA Catalog of Classes for 2013 and the Special District Legislative Days "Save the Date" post card with the date of May 14 and 15th for CSDA Legislative Days in Sacramento.

Other Business

The next CCSDA meetings for 2013 will be April 15, July 15 and October 21, at 10:00 at the Central Contra Costa Sanitary District, Multipurpose Room, Martinez.

Adjournment

There being no further business, Chairperson Boatman adjourned the meeting at the hour of 11:47 a.m.

Respectfully submitted,

Maria L. Sena

APR 18 2013

Office of Supervisor Mary N. Piepho
Contact: Karyn Cornell
3361 Walnut Blvd. Suite 140
Brentwood, CA 94513
925-240-7260

Byron Municipal Advisory Council



Respectfully submitted by: _____

*The Byron Municipal Advisory Council serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

DRAFT

Record of Actions

Meeting start time: 6:00 p.m.

Thursday, February 21 2013

- 1.) Meeting called to order by Chair Juarez at 6:00p.m. Councilmembers Beltran and Schmit absent.
- 2.) Public Comment: No Public Comment Received
- 3.) Review of Record of Actions of 1-17-13 meeting: Councilmember Lopez made a motion to accept the Record of Actions as prepared. Second made by Councilmember Larsen. Motion carried 3-0.
- 4.) Agency Reports
 - a.) East Contra Costa Fire Protection District: Field Representative Cornell provided copies of the January 2013 calls from the Fire District.
 - b.) Contra Costa County Sheriff's Department: Lt. Hartman discussed the reports for January 2012. There appears to be a decline in activity.
 - c.) California Highway Patrol: No report
 - d.) Office of Supervisor Mary N. Piepho: Field Representative Cornell provided an update on the following items: discussed Supervisor Piepho's recent Delta Advocacy trip in Washington D.C.; provided copies of the Winter 2013 Public Works Newsletter; provided information regarding the Contra Costa Fire Protection District's PulsePoint app; discussed the upcoming Joint MAC meeting scheduled for May 8th; provided follow-up from the Environmental Health Department regarding Ike's Sandwich shop in Walnut Creek; discussed the upcoming delineator work scheduled for Thursday, February 28 on Vasco Road; provided an update that the Byron Boys Ranch sewer line replacement is completed; provided an update on the Trilink/SR239 project; distributed copies of the 2/26/13 Planning Commission Agenda.
- 5.) Presentation- Contra Costa County Public Works Update: Public Works Staff members Billilee Ballagan, Adelina Huerta and Monish Sen provide an update and addressed questions regarding the Byron Highway/Camino Diablo Intersection Project. \$900,000 of HSIP funds have been received through a grant request. Staff provided an overview of the purpose of the project including improved circulation and improved safety. Additionally the staff provided an overview of the project including widening, pavement widening and left turn lane installation. The current cost estimate is \$1.7 million. Current estimate of construction is spring/summer 2016. Public Works staff will continue to keep the community aware and involved with the project.
- 6.) Items for Discussion and/or Action
 - a.) Discuss Agency Comment Request for RZ 13-322, L13-2025 regarding an approval for a combination permit to allow for the demolition of an existing gas station and convenience store; and for the construction of a new and large convenience store with a sandwich shop; and gas pump canopy structure at 15031 Byron Highway: Representatives from the applicant provided an overview of the project and addressed questions from the Byron MAC and the community. Motion to approve the application as presented made by Councilmember Lopez. Second made by Councilmember Larsen. Motion carried 3-0.

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.

b.) **Discuss 2013 Clean-Up Day:** Motion by Councilmember Lopez to select June 15th as the date. Second made by Councilmember Larsen. Motion carried 3-0.

c.) **Discuss March and April meeting dates:** Motion made by Councilmember Lopez to combine the March and April meeting to be held on April 25th. Second made by Councilmember Larsen. Motion carried 3-0.

7.) Correspondence Key: R= Received S= Sent

- a. R-1/7/13 Supervisor Piepho letter of support for downtown Byron sidewalk project
- b. R-1/10/13 Town of Discovery Bay Community Services District regarding 2013 Directors
- c. R-1/22/13 Contra Costa County Planning Commission Meeting Cancellation notice for Tuesday, January 22, 2013
- d. R-1/23/13 Contra Costa County Zoning Administrator Agenda for Wednesday, January 23
- e. R-2/4/13 Contra Costa County Zoning Administrator Agenda for Monday, February 4, 2013
- f. R-2/12/13 Contra Costa County Planning Commission Meeting Cancellation notice for Tuesday, February 12, 2013
- g. R- 2/13/13 Contra Costa Local Agency Formation Commission Meeting Agenda for Wednesday, February 13, 2013
- h. R-2/20/13 Contra Costa County Zoning Administrator Agenda for Wednesday, February 20

8.) Councilmember Comment/Future Agenda Item:
Code Enforcement

8.) Adjourned at 7:43p.m. to next meeting scheduled for April 25th at 6:00p.m



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